

VOLUME I
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 158

Alexandria, VA

1 February 2000

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 February 2000 unless otherwise indicated.

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This change includes all material written in MAP Items 31-99; 57-99; 58-99; 61-99; 72-99(E); 73-99(E); 75-99(E); 77-99(E); 78-99(E); 79-99(E) and 91-99(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 157 cover page.

BRIEF OF REVISION

These are the major changes made by Change 158:

U2020-A5b; U3300-C1; U3320; U3410-A; U3420-A; U3430-A; U3505-C2; U5105-E1; U5160-A; U5240-G3; U7950-D; Appendix A. Changes the terms "common carrier terminal" and "carrier terminal" to "transportation terminal" and adds a definition of transportation terminal in Appendix A.

Table U2C-2. Explains that members, other than aircrew members and couriers, are authorized transportation between home and PDS on days of departure and return from TDY requiring at least one night's lodging.

U3125-C3e; Appendix O, T4060-B1d(7). Clarifies that foreign flag may be used when Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits are paying.

U4125-A1i; U4520, item K; Appendix O, T4040-E. Clarifies that the early checkout fee that many hotels are now charging is reimbursable.

U5620-A1. Lowers the waiver authority for approving two DLAs in the same fiscal year for humanitarian or Exceptional Family Member Program (EFMP) assignments. It authorizes the Service Secretaries to delegate approval authority to the O-6 level at the headquarters that direct humanitarian or EFMP assignments.

U5705; U5710. Authorizes TLE for enlisted members on first PCS effective 5 October 1999.



0516LP0263155

U5720; U9207-E. Makes clear that the actual lodging cost not to exceed the allowable lodging cost must be used when computing TLE/TLA entitlement.

U6006; U6055. Allows a flat \$10 per family daily evacuation local travel allowance.

U7175. Updates the Muster Duty Allowance effective 1 January 2000. Members of the ready reserve are entitled to an allowance for muster duty if that duty is for at least 2 hours. The amount is 125 percent of the average CONUS per diem rate in effect on 30 September of the year proceeding the calendar year duty is performed.

U7205-C1b(1). Permits the cost of emergency leave transportation to a CONUS international airport nearest the location from which a member/dependents depart to be used as a cost limit for transportation to any other airport in CONUS that is closer to the destination.

Appendix A. Revises the definition of PBP&E to include personal computers and related equipment. This addition is based on the generally accepted fact that computers are now considered personally-procured professional equipment of common usage for Government business.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

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CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

Each Service shall:

1. authorize only travel necessary to accomplish the mission of the Government effectively and economically, and
2. establish internal controls to ensure that only travel essential to the needs of the Government is authorized.

U2010 MEMBER'S RESPONSIBILITY

A. Obligation to Exercise Prudence

1. The member must exercise the same care and regard for expenses as a prudent person traveling at personal expense.
2. The member must maintain records to validate expenses of \$75 or more and all lodging costs.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

B. Promotional Material

1. General. Promotional material received by a member traveling on official business at Government expense must be relinquished in accordance with Service regulations (B-199656, July 15, 1981; 63 Comp. Gen. 229 (1984)).
2. Items Received Through Mixed Official and Personal Travel. Promotional items received by the member as a result of travel paid by Government and personal funds are the property of the Government (63 Comp. Gen. 229 (1984) and 63 i.d. 233 (1984)). The member does not forfeit the right to use personal credits for personal travel if the member keeps adequate records that clearly separate credits earned from personal travel from those earned on official travel (B-257525, November 30, 1994).
3. Voluntary Relinquishing of Seat. A member may keep payments from a carrier for voluntarily vacating a seat. However, no additional per diem may be paid as a result of the delay in the member's travel.
4. Involuntary Relinquishing of Seat. If a member is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).
5. Use of Frequent Traveler Program Credits for Accommodation Upgrades. Overall Government travel costs should be reduced by using benefits earned through frequent traveler programs to obtain free airline tickets, rooms, and rental vehicles. Frequent traveler program credits earned on official travel may not be used for personal travel. The member may elect to use earned frequent traveler program credits for upgrades to premium-class other than first-class accommodations while on official Government travel as permitted by Service regulations.

C. Lost or Delayed Accompanied Baggage. A member may keep payments from a commercial carrier as compensation for accompanied baggage that has been either lost or delayed by the carrier.

U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS

It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

Non-DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in Service regulations.

U2020 DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)**A. General.** The DTOD:

1. is the standard source for worldwide distance information,
2. replaces all other sources used for computing distance (except for airplanes),
3. uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://www.dtod-mtmc.belvoir.army.mil>.

4. provides distances to tenths of a mile which must be rounded to the nearest mile for each leg of a journey,
5. does not apply to travel distance:
 - a. in and around the PDS or TDY sites,
 - ★ b. between home/office and transportation terminal,
 - c. for local moves, within the same city, or
 - d. round trip travel between home and AT site for Reserve members going to AT when the member commutes under the provisions of par. U7150-A1b.

which is determined by odometer readings, and

6. website is found at <http://www.dtod.com>.

B. TDY and PCS Travel

The DTOD (practical distance) is the only official source for TDY and PCS travel distance (except for airplanes).

C. Personally-Performed Moves

The DTOD (shortest distance) is the only official source for distances for personally-performed moves.

★ Table U2C-2

Part I -- Beginning of Travel Status

Departure from PDS -- Other than Aircrew Members and Couriers

	A	B	C	D	E
Rule	When Member Departs From	And Proceeds To	And Then To	And Then To	Travel Status Begins When Member Departs From
1	Home	Transportation Terminal	N/A	N/A	Home
2	Home	Office ¹	Transportation terminal	N/A	Office ^{2,5}
3	Home	Office ¹	Another duty/ departure point within the PDS ^{3,4}	Transportation terminal	Another duty/departure point within the PDS ⁵

Part II -- Ending of Travel Status

	A	B	C	D	E
Rule	When Member Returns To	And Proceeds To	And Then To	And Then To	Travel Status Ends When Member Returns To
4	Terminal	Home	N/A	N/A	Home ²
5	Terminal	Office ¹	Home	N/A	Office ^{1,2,5}
6	Terminal	Another duty/ arrival point within the PDS ^{3,4}	Home	N/A	Another duty/arrival point within the PDS ⁵

¹ Disregard travel to/from office or other duty point if no duty was performed thereat.

² Applicable even though terminal is located at the PDS.

³ Example: Member departs Navy Annex and proceeds to Pentagon for briefing prior to departing on TDY.

Pentagon then becomes "another duty point." Member departs Navy Annex and proceeds to restaurant for lunch and after lunch proceeds to terminal. Restaurant becomes the "other departure point."

⁴ "Another departure/arrival point is never a transportation terminal.

⁵ Does not prevent reimbursement of transportation between home and PDS on travel days IAW pars. U3320-C, U3410-C and U3420-B.

- U3305** **POC Use on TDY (Advantageous to the Government)**
A. Mileage Plus Per Diem or AEA
B. Reimbursement for Actual Transportation Costs
C. Mixed Mode Transportation
- U3310** **POC Use on TDY (Not Advantageous to the Government)**
A. Mileage Plus Per Diem
B. Orders Direct Specific Transportation Mode Use
C. Transportation by Mixed Mode
- U3320** **POC Use to and From Transportation Terminals or PDS**
A. Round-Trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal
B. Expenses Incurred for Two One-Way Trips To and From a Transportation Terminal
C. Member Departs From PDS on TDY
D. Two or More Members Travel in Same POC
- U3325** **POC Use Between Residence and TDY Station**
- U3335** **Expenses Not Reimbursable When Mileage is Payable**
- U3340** **POC Use in and Around PDS or TDY Station**

PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

<u>Paragraph</u>	<u>Contents</u>
U3400	General
U3405	Basic Rules A. Reimbursement for Miscellaneous Expenses B. Separate Journey
U3410	Taxicab/Limousine Service Use A. To/From Transportation Terminals B. Tips C. Between Residence and PDS on Day Travel Performed
U3415	Special Conveyance Use A. General B. Selecting a Rental Vehicle C. Reimbursement for Special Conveyance Use D. To/From Transportation Terminals E. Between Duty Stations F. Special Conveyance Use in and Around PDS or TDY Station G. Limited to Official Purposes

- U3420** **Bus, Streetcar, and Subway Use**
A. To/From Transportation Terminals
B. Between Residence and PDS on Day Travel Performed
- U3425** **Not Used**
- U3430** **Courtesy Transportation Use**
A. General
B. Tips

PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION

<u>Paragraph</u>	<u>Contents</u>
U3500	General A. Authorization/Approval B. Local Area C. Travel to and From Medical Facilities
U3505	Travel in the PDS Area A. General B. Travel by Commercial Means C. Travel by POC
U3510	Travel at the TDY Location A. Points of Travel B. Conditions for Entitlement C. Travel by Commercial Means D. Travel by POC
U3535	Travel Between PDS Duty Site and Residence
U3540	Vouchers and Supporting Documents

PART G: TRANSPORTATION OF ACCOMPANIED BAGGAGE

<u>Paragraph</u>	<u>Contents</u>
U3600	General
U3605	Authorization/Approval for Excess Baggage
U3610	Payment of Baggage Costs A. Excess Baggage Transportation Charges B. Baggage Transfer C. Baggage Checking and Handling
U3620	Return of Baggage to Member

- a. regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.
- b. space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.
- c. necessary to accommodate a traveler's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.
- d. the accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.
- e. coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is approved in accordance with the Fly America Act. (See subpar. C for rules governing U.S. flag carriers use.)
- f. the accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.
- g. obtained as an accommodations upgrade through the redemption of frequent traveler benefits (see par. U2010-B6).
- h. the member's transportation is paid in full through Services/Defense Agency acceptance of payment from a non-Federal source in accordance with Chapter 7, Part W.
- i. travel is direct between authorized origin and destination points (one of which is OCONUS) which are separated by several time zones, and the scheduled flight time (including stopovers) is in excess of 14 hours. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. A rest stop (see par. U4325-D is prohibited when travel is authorized by premium-class accommodations.*

5. Documentation Requirements

- a. Orders. Travel orders authorizing premium-class accommodations should be annotated "(first/premium class or premium-class other than first-class) authorized by (cite reference)." When the travel orders do not authorize premium accommodations use, first/premium class or premium-class other than first-class service may be provided if the original order, and copies thereof, are annotated that "(first/premium class or premium-class other than first-class issued, only first/premium class or premium-class other than first-class available between authorized origin and destination points.)"
- b. Travel Voucher. Specific authorization/approval must be attached to, or stated on, the voucher and kept for the record. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. *In the absence of authorization/approval, the member is liable for all additional costs resulting from premium-class air accommodations use.*

C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Definition of U.S. For the purposes of this subpar., U.S. means the 50 states, District of Columbia, territories, and possessions of the U.S. (49 U.S.C. §40102).
2. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in subpar. 3, U.S. flag air carrier service is available if:
 - a. the carrier performs the commercial foreign air transportation required, and
 - b. the service accomplishes the mission, even though:
 - (1) a comparable/different kind of service by a noncertificated air carrier costs less,
 - (2) noncertificated air carrier service is preferred by the service/traveler,
 - (3) noncertificated air carrier service is more convenient for the service/traveler, or
 - (4) the only U.S. flag air carrier service available between points in the U.S. and points outside the U.S. requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629(1977)).
3. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.
 - a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
 - b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
 - c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
 - d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
 - ★ e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***
 - f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
 - g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE**U3300 RULES ON POC USE ON TDY**

A. Policy. Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.

B. Authorization/Approval. The order-issuing official should authorize/approve POC travel only if it's advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:

1. its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. there is no practicable commercial transportation; or
3. common carrier use would be so time-consuming that it would delay the mission.

POC use shall not be directed.

C. Official Distances

★ 1. Official Distance Determination. The DTOD is the official source for travel distance and must be used for all non-local travel (except for airplanes). Travel in and around the PDS, TDY sites, and between home/office and transportation terminal is determined by odometer readings. See par. U2020 for DTOD requirements.

2. Official Distances Use. Official distances shall be used in determining the distance between any two of the following locations:

- a. PDS,
- b. TDY station,
- c. POE,
- d. POD,
- e. last duty station,
- f. HOR,
- g. HOS,
- h. PLEAD,
- i. designated place,
- j. vehicle processing point (origin & destination), and
- k. a COT leave location.

D. PCS Travel by POC. See Chapter 5, Parts B and C.

U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)

A. Mileage Plus Per Diem or AEA

Change 158
2/1/00

U3D-1

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or portion of cost directly associated with POC use for official travel) is entitled to mileage for the official distance of the ordered travel at a rate per mile for the type of conveyance used. See Appendix A for applicable mileage rates.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel under items a and b for travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or C, for the allowable travel time as computed under par. U5160-B. See par. U3335 for non-reimbursable expenses when a member is paid mileage.

2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not entitled to mileage. The passenger is entitled to per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or C, for the allowable travel time computed under par. U5160-B.

B. Reimbursement for Actual Transportation Costs. A member usually must be paid mileage as prescribed in subpar. A. However, actual transportation costs may be authorized/approved by the order-issuing official when advantageous under the provisions of par. U3300-B. When actual transportation cost reimbursement is authorized, the order should reference this subparagraph. Reimbursement of actual expenses shall be limited to the following for the POC type used:

1. privately-owned automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U4525-D);
2. privately-owned aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. privately-owned boat or vessel: fuel, oil, and docking fees.

Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, shall not be reimbursed.

(NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243)).

C. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is entitled to the appropriate mileage plus per diem from subpar. A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount may not exceed mileage plus per diem from subpar. A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The order-issuing official may authorize/approve actual travel cost (mileage plus per diem from subpar. A for the distance traveled by POC, plus the cost of transportation purchased from personal funds and per diem under Chapter 4, Part B) of the ordered travel when justified in unusual circumstances.

U3310 POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)

A. Mileage Plus Per Diem

1. Member Responsible for Paying POC Operating Expenses. If orders direct use of a specific transportation mode, see subpar. B. The member responsible for paying the operating expenses (i.e., the cost or portion of cost directly associated with POC use for official travel) is entitled to the lesser of:

- a. mileage and reimbursable expenses as prescribed in par. U3305-A1 for the official distance of the ordered travel plus per diem as prescribed in Chapter 4, Part B, for the actual travel time or the travel time computed under par. U5160-B, whichever is less; or
- b. what it would have cost the Government had Government-procured transportation been used between the ordered points, plus per diem under Chapter 4, Part B, for the constructive travel time (including necessary delays) on the Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or the place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or the place travel actually ends. The constructive common carrier cost should be placed in the member's orders before the member departs the PDS.

2. Passengers Not Responsible for Paying POC Operating Expenses. If orders direct use of a specific transportation mode, see subpar. B. A passenger in a POC, not responsible for paying the POC operating expenses, is not entitled to mileage, but is entitled to per diem as prescribed in Chapter 4, Part B, based on whichever of the following results in the lesser amount:

- a. the actual travel time or the travel time computed under par. U5160-B, whichever is less, or
- b. the constructive travel time for travel between the ordered points (including necessary delays) on Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ends.

B. Orders Direct Specific Transportation Mode Use. When travel orders direct a specific transportation mode use, but the member travels by POC, payment of mileage is prohibited, unless the order-issuing official certifies that the mode directed was not available at the time and place required, and it was necessary for the member to use a POC.

C. Transportation by Mixed Modes. If the member is not authorized to travel by POC as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier at personal expense, the member is entitled to the appropriate mileage plus per diem under par. U3305-A for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount shall be limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructive travel time for the distance of the ordered travel.

★ U3320 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-Trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off or pick-up a member at a transportation terminal, the member responsible for paying POC operating expenses shall be paid mileage for the round-trip distance and reimbursed parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

B. Expenses Incurred for Two One-Way Trips To and From a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal and then from the terminal to a residence or duty station when the TDY is completed, a member responsible for paying POC operating expenses shall be paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

NOTE: Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a member's short TDY is unexpectedly extended after departure), the order-issuing official may waive this cost limitation.

C. Member Departs From PDS on TDY. When a POC is driven from a member's residence to the PDS on the day the member departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the member returns the member who paid the expenses of operating the POC shall be paid mileage, plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

D. Two or More Members Travel in Same POC. When a member transports other members to or from the same transportation terminal, mileage is authorized for the additional distance involved. Only one member may be paid mileage for the same trip. A member who pays a parking fee at the terminal may be reimbursed (*the NOTE in subpar. B applies*).

U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

When POC use is authorized/approved as advantageous to the Government for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is entitled to reimbursement for the distance traveled between the residence and the TDY station

U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE

Members who travel by POC for the entire journey and are paid mileage may not be reimbursed for:

1. fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and
2. transportation to or from carrier terminals (par. U3320).

(NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243).

U3340 POC USE IN AND AROUND PDS OR TDY STATION

For entitlements when a POC is used within or around a PDS and TDY station, see Part F.

PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

U3400 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Part F.

U3405 BASIC RULES

A. Reimbursement for Miscellaneous Expenses. A member may be reimbursed for miscellaneous expenses incurred for travel between two points which are a separate journey when mileage is not payable, even though the member begins or ends in a mileage status during the same calendar day. Members who are paid mileage for the entire journey may not be reimbursed regardless of the transportation mode.

B. Separate Journey. Under this Part, travel between any two of the following locations is a separate journey:

1. PDS,
2. TDY station,
3. POE,
4. POD,
5. last duty station,
6. HOR,
7. HOS,
8. PLEAD,
9. designated place,
10. vehicle processing point (origin & destination),
11. place of residence, and
12. a COT leave location.

U3410 TAXICAB/LIMOUSINE SERVICE USE

★ A. To/From Transportation Terminals. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. between place of residence, lodging, or place of duty at the PDS or TDY station and transportation terminal;
2. between transportation terminals to change conveyance when free timely transfer is not provided; or
3. from transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and
4. between a transportation terminal and limousine service terminal.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a carrier terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the place of duty.

B. Tips. In addition to the usual fare, reimbursement is authorized for a tip (\$0.15 for fares of \$1 or less, or 15 percent of the fare increased to the next multiple of 5 cents).

C. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for fares plus tip from the member's residence to the PDS on the day the member departs on TDY requiring at least one night's lodging, and from the PDS to the residence on the day of return from the TDY.

U3415 SPECIAL CONVEYANCE USE

A. General. An order-issuing official may authorize/approve a special conveyance when advantageous to the Government. Travelers' personal preference or minor inconvenience shall not be the basis for authorizing/approving special conveyance use.

B. Selecting a Rental Vehicle. Generally, rental vehicles available under MTMC negotiated agreements should be selected and arrangements made through the CTO (see definition in Appendix A) or in-house travel office. When a rental vehicle is procured from another source, reimbursement shall be limited to the cost of a vehicle arranged for by the CTO or in-house travel office or the actual cost of the rental vehicle, whichever is less, provided the vehicle arranged for was available at the negotiated price. Rental vehicle information may be obtained from the CTO, in-house travel office or the Commander, MTMC, ATTN: MTOP-QQ, 5611 Columbia Pike, Falls Church, VA 22041-5080.

C. Reimbursement for Special Conveyance Use

1. Expenses Reimbursable. When a rental automobile or other special conveyance is authorized/approved, the rental or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, the receipt should include a list of these expenses. These expenses include:

- a. fuel and oil;
- b. parking;
- c. garage, hangar or boathouse rental;
- d. subsistence of operator;
- e. ferry fares;
- f. bridge, road and tunnel tolls;
- g. liability insurance required by the company furnishing the special conveyance as a rental condition (see subpar. 2, below, for insurance);
- h. optional extra collision hull insurance for rental aircraft; and
- i. traveler access fee (when charged).

2. Insurance on a Rented Automobile

- a. Cost of Insurance. The cost of buying collision insurance (e.g., Collision Damage Waiver

(CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

- (1) The insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile outside the United States,* or
- (2) certain classified special operations are involved.

*(*For the purpose of this paragraph the United States includes the 50 states, District of Columbia, Commonwealths of Puerto Rico and the Northern Mariana Islands, and United States territories and possessions).*

b. Cost of Damage to Rented Automobile. A member may be reimbursed for personal funds paid to car rental agencies for damage sustained by a properly rented automobile that is damaged in the performance of official business. Direct payment in the full amount of the loss sustained may be made by the Government to car rental agencies instead of to the member. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is prohibited.

c. Documentation Supporting Damage Claims. Claims for reimbursement of payments made directly to car rental agencies for the cost of damage to rented should be appropriately documented with, at the minimum, statements and itemized bills from the member and the car rental agency (to ensure that the claim is valid, not yet settled, and in an amount compensable to the actual damages) and an accident report (to establish fault on the part of the party not employed by the Government and to enable the Government to recoup its loss when the negligence of that party can be established without costly investigation (B-162186, May 28, 1971)).

3. Receipts for Special Conveyances. See par. U2500-B.

D. To/From Carrier Terminals. Special conveyance use may be authorized/approved for travel to and from carrier terminals. Special conveyance use to, from, and between carrier terminals, other than local terminals, may be authorized/approved by the order-issuing official when neither public nor Government transportation between the points meets the requirements of the ordered travel.

E. Between Duty Stations. The order-issuing official may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of the conveyance. For rental vehicle use on a PCS, see par. U5105-A.

F. Special Conveyance Use In and Around PDS or TDY Station. For reimbursement for special conveyance use within and around the PDS and TDY station, see Part F.

G. Limited to Official Purposes. Use of a special conveyance is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. duty sites,
2. lodgings,
3. dining facilities,
4. drugstores,
5. barber shops,
6. places of worship,
7. cleaning establishments, and

8. similar places required for the traveler's subsistence, health or comfort.

U3420 BUS, STREETCAR, AND SUBWAY USE

- ★A. To/From Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

1. between place of residence, lodging, or duty at the PDS or TDY station and transportation terminal;
2. between transportation terminals to change conveyance when free/timely transfer is not provided; or
3. from transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a transportation terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the duty site.

- B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the member's residence to the PDS on the day the member departs on TDY requiring at least one night's lodging and from the PDS to the member's residence on the day of return from TDY.

U3425 NOT USED**U3430 COURTESY TRANSPORTATION USE**

- ★A. General. Available courtesy transportation furnished without charge for travel between transportation terminal or duty site and a lodging facility should be used to the maximum extent possible.
- B. Tips. A member who uses courtesy transportation may be reimbursed for tips up to \$1.00 to the driver for each one-way trip.

PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION**U3500 GENERAL**

A. Authorization/Approval. Service-designated officials may authorize/approve reimbursement for transportation expenses necessarily incurred by members conducting official business in the local area of their PDSs and TDY stations as prescribed in this Part. These expenses are those not specifically included in travel under orders as provided in Chapter 4 or in Parts B through E of this Chapter.

B. Local Area. The local area is the area:

1. within the duty station limits (permanent or temporary) and the metropolitan area around that station which is ordinarily served by local common carriers; or
2. within a local commuting area of the duty station, the boundaries of which are determined by the order-issuing official or as prescribed by local Service directives; or
3. separate cities, towns, or installations adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.

An arbitrary distance radius shall not be established to define a local commuting areas (59 Comp. Gen. 397 (1980)).

C. Travel To and From Medical Facilities. Uniformed members, who are ordered to a medical facility within the local area to take a required physical examination or to obtain a medical diagnosis and/or treatment, are on official business and may be reimbursed for the travel. Ordered travel includes additional visits if they are a part of the required physical examination. Uniformed members who travel to a Government or private medical facility on a voluntary basis to obtain a medical diagnosis and/or treatment, are not on official business, and reimbursement for the travel is not authorized. Voluntary travel includes travel following a required physical examination to obtain medical treatment for a condition discovered during the physical examination.

U3505 TRAVEL IN THE PDS AREA

A. General. Reimbursement for transportation expenses in the PDS area may be authorized/approved for travel between:

1. duty sites; or
2. residence and a duty site other than the usual duty site.

B. Travel by Commercial Means. When authorized/approved, a member who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for:

1. local public transportation when tokens, tickets or cash fares are not furnished;
2. taxicab fares, plus tips (\$0.15 for fares of \$1 or less, or 15 percent of the fare increased to the next multiple of 5 cents);
3. hire and operation of a special conveyance, including necessary parking fees.

C. Travel by POC

1. General. When authorized/approved, a member who travels by POC is entitled to mileage based on odometer readings or other acceptable evidence, furnished by the member, of the actual necessary distance traveled in conducting official business. In addition to the mileage, members may be reimbursed for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and trip insurance for travel in foreign countries (see par. U4520, item 7). Payments of mileage and reimbursement of expenses shall be made only to the member defraying the POC operating expenses, regardless of the number of passengers who accompany the member or who contribute funds to defray the POC operating expenses.
- ★ 2. Duty and an Alternate Duty Site Within the Local Area. When a POC is used for travel between a member's residence, or the PDS, and one or more alternate duty sites within the local area, the member shall be paid mileage for the distance that exceeds the member's commuting distance, regardless of the transportation mode ordinarily used to commute to the PDS. For travel to and from a transportation terminal for a TDY trip, par. U3320 applies.

EXAMPLE 1

Member's one way commuting distance to PDS is 7 miles. Member drives from residence to an alternate duty site, a distance of 18 miles. Upon completion of work, the member returns to residence, a distance of 18 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (14 miles). The member is paid for 22 miles ($18 + 18 - 14 = 22$).

EXAMPLE 2

Member's one way commuting distance to PDS is 15 miles. Member drives from residence to an alternate duty site, a distance of 5 miles. Upon completion of work, the member returns to residence, a distance of 5 miles.

In this case, the member is **not** entitled to mileage for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the usual duty site.

EXAMPLE 3

Member's one way commuting distance to PDS is 15 miles. Member drives to the PDS. Member is required to travel to an alternate duty site, a distance of 30 miles. Upon completion of work, the member returns to residence, a distance of 15 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (30 miles). The member is paid for 30 miles ($15 + 30 + 15 - 30 = 30$).

EXAMPLE 4

Member's one way commuting distance to PDS is 12 miles. In the morning the member drives to an alternate duty site (45 miles). In the afternoon the member returns to the PDS (67 miles). After completion of work member returns to residence, a distance of 12 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (24 miles). The member is paid for 100 miles ($45 + 67 + 12 - 24 = 100$).

EXAMPLE 5

Member's one way commuting distance to PDS is 35 miles. Member drives to the PDS (35 miles). Later, the member drives to alternate duty site #1 (50 miles) and then to alternate duty site #2 (25 miles). Member then drives to residence (10 miles).

U4210	AEA Maximums <ul style="list-style-type: none">A. GeneralB. Daily MaximumsC. M&IE Paid on Per Diem BasisD. Lodging and/or Meals Obtained Under ContractE. Incidental Expense Maximum
U4215	Request for AEA <ul style="list-style-type: none">A. GeneralB. Who May Authorize/ApproveC. ExceptionsD. Manner of Authorization/ApprovalE. RequestsF. Data to Be Included in Requests
U4220	Requirement for Documentation of Travel Voucher <ul style="list-style-type: none">A. ItemizationB. Receipts
U4225	Computation Rules <ul style="list-style-type: none">A. GeneralB. Meals Available Under Special ArrangementsC. Averaging ExpensesD. Special Rules for Mixed Travel (Per Diem and Actual Expense)
U4230	Computation Examples

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

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U4305	Actual Travel Time
U4310	Travel by Government Conveyance Directed
U4315	Government Transportation Request (GTR) Used
U4320	Commercial Transportation Used Not by GTR
U4325	Scheduling Travel <ul style="list-style-type: none">A. ScheduleB. Early DepartureC. Scheduled Early ArrivalD. Travel During Normal Hours of RestE. Rest StopsF. Use of Reduced Travel Fares

U4330	Travel by POC
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PART E: GOVERNMENT MESS USE/AVAILABILITY

<u>Paragraph</u>	<u>Contents</u>
U4400	Government Mess A. Mess Available B. Mess Not Available C. Travel Order/Voucher Documentation

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES

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U4500	General A. Scope B. Transportation Expenses Incurred in or Around a PDS or TDY Location
U4505	Communication Services
U4510	Reimbursement for Occasional Meals and Quarters A. General B. Computation for Occasional Meals and Quarters
U4520	Miscellaneous Expenses
U4521	Not Used
U4525	Not Used
U4530	Not Used
U4535	Registration Fees
U4536	Not Used
U4537	Not Used
U4538	Not Used
U4539	Reimbursement of Preparatory Travel Expenses When the Order is Amended, Modified, Canceled or Revoked

travel expense. The maximum amount allowed for lodging OCONUS (see Appendix B) includes an amount for lodging taxes. Lodging taxes for lodging OCONUS are not separately reimbursable.)

- a. Commercial Lodging. Except as provided for double occupancy in subpar. c, when a member uses commercial lodging facilities (for example, hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.
- b. Government Quarters. A fee or service charge paid for Government quarters is an allowable lodging expense.
- c. Double Occupancy. If a lodging receipt shows a charge for double occupancy, that fact is shown on the voucher with the name and organization or employing agency or office of the person sharing the room if the person is a uniformed member or Government employee on official travel. In this case, the member is allowed one-half of the double occupancy charge. If the person sharing the room is not another uniformed member or Government employee on official travel, identification of the person sharing the room is not required and the member may be allowed the single room rate. The member is required to provide the single room rate.
- d. Lodging With Friends or Relatives. If a member stays with friends or relatives while on TDY, no cost for lodging is allowed, whether or not any payment of lodging is made to the friend or relative.
- e. Lodging in Other Than Commercial Facilities. When no commercial lodging facilities are present (for example, in remote areas) or when there is a shortage of rooms because of an influx of attendees at special events (for example, world fairs or International Sporting Events), costs of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the traveler must provide an explanation of the circumstances which is acceptable to the order-issuing official or designated representative.
- f. Lodging Not Available at TDY Station. The locality per diem rate or the actual expense ceiling for the location where lodging is finally obtained is used for computation when a member performs TDY at a place where neither Government nor commercial quarters are available. ***NOTE: This subparagraph applies only when the per diem rate where lodging is procured is higher than the per diem rate for the TDY location. The higher rate must be authorized/approved by the order-issuing official.***
- g. Reimbursement for Costs of Renting or Using an Apartment, House, Mobile Home, Travel Trailer, or Recreational Vehicle While on TDY. A member on TDY who rents a furnished or unfurnished apartment, house, mobile home, travel trailer, or recreational vehicle (for example, a camper, camping vehicle), or who uses a privately owned mobile home, travel trailer, or recreational vehicle for quarters, may be authorized per diem computed under this paragraph. Subpar. d applies for lodging with friends or relatives. Allowable expenses which may be considered as a part of the actual lodging costs are listed below:

- (1) rent of the apartment, house, mobile home, travel trailer or camping vehicle;
- (2) rental charge for a parking space for a mobile home, travel trailer or camping vehicle;
- (3) charges for rent of appropriate and necessary furniture, such as stoves, refrigerators, chairs, tables, beds, sofas, televisions and vacuum cleaners;
- (4) cost of connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil and sewer charges;
- (5) dumping fees;
- (6) shower fees;

- (7) cost of maid fees and cleaning charges;
- (8) monthly telephone use fees (does not include installation charges and long distance calls--see par. U4505 for official communications); and
- (9) if ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters.

h. Allowance for Cost of Lodging Under the Barter System for Public Health Service Members. Public Health Service members assigned to TDY in remote Alaskan villages where there are no Government quarters, or where there are no suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality rate. Vouchers are supported by receipts for the barter goods together with the member's certification that the barter goods were delivered to the householder in consideration of lodgings received.

★ i. Requirement for Dual Lodgings on Single Day. When a member is required by military necessity (not personal convenience) to procure or retain lodgings at more than one location on a calendar day, the lodging cost of the lodging used at or close to 2400 is the allowable lodging costs for that day. The other lodging cost incurred is reimbursable when approved by the order-issuing official (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained overnight.***

j. Allowable Expenses When Residence Purchased and Used for Lodgings on TDY. When a member purchases and occupies a residence at a TDY point because of the TDY assignment, the following costs are the allowable lodging expenses (57 Comp. Gen. 147 (1977)):

- (1) monthly interest;
- (2) monthly property tax;
- (3) monthly utility cost actually incurred (does not include any installation and hook-up charges).

In determining the member's daily lodging cost, the allowable expenses are prorated on a 30-day month basis. In no case shall the total per diem payable exceed the applicable maximum locality rate for the area.

k. Lodging Cost for Quarters Jointly Occupied by Member and Dependents. Lodging cost for quarters jointly occupied by a member and dependents is apportioned 50 percent for the member and 50 percent for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents (par. U9202-C).

l. Lodging Obtained on Weekly or Monthly Rental Basis. When a member obtains lodging on a weekly or monthly rental basis, the daily lodging cost is computed by dividing the total lodging cost by the number of days the accommodations are actually occupied, provided the member acts prudently in renting by the week or month, and that the cost to the Government does not exceed the cost of renting conventional lodgings at a daily rate. Otherwise, the daily lodgings cost shall be computed by dividing the number of days in the rental period (e.g., 7 or 30 days).

2. Lodging and/or Meals Obtained Under Contract. When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

3. Per Diem Computation. Generally, per diem is based on the TDY location of the member at 2400; however, there are occasions when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, the lodging shall be claimed for the preceding calendar day and the maximum per diem

- c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972));
7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
8. CTO service and processing fees;
9. authorized/approved expenses for:
- a. necessary stenographic or typing services, data processors or rental of typewriters a ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this **does not include travel expenses** incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. U4505);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs (see par. U4125-A1i);
 - ★ k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***);
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see par. U3320, and Chapter 3, Part E);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fare to and from the terminal (see par. U3320);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. customary tips for handling **any baggage** at transportation terminals; and

16. similar travel related expenses (i.e., Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.)

NOTE: *The cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense, and is not an incidental expense within CONUS per diem rates or within the AEA authorized/approved for CONUS travel. These costs are included as an incidental expense within OCONUS per diem rates and within the AEA authorized/approved for travel OCONUS.)*

U4521 NOT USED

U4525 NOT USED

U4530 NOT USED

U4535 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, the per diem is computed under par. U4125-A3g(2).

U4536 NOT USED

U4537 NOT USED

★ U4538 NOT USED

U4539 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Miscellaneous preparatory travel expenses (e.g., fees for traveler's checks, passport and visa fees, communications service.) incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the interest of the Government and a refund unobtainable.

CHAPTER 5 PERMANENT DUTY TRAVEL

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PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE**U5100 GENERAL**

This Part prescribes members' entitlements to travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are entitled to these allowances whether or not they take leave en route.

NOTE: When residence relocation is unnecessary because the old and new PDSs are in proximity to each other, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General. A member may elect to:

1. travel by POC (see subpar. B), or
2. personally procure common carrier transportation (see subpar. C), or
3. be provided transportation in kind (see subpar. D),

except when:

1. travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see subpar. E),
2. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the orders) (see par. U5108),
3. travel OCONUS is involved (see par. U5116),
4. there are special circumstances (see par. U5120 and Chapter 7), or
5. POV delivery/pickup is involved, (see par. U5413).

B. MALT PLUS for POC Travel. Other than for transoceanic travel, PCS travel by POC is more advantageous to the Government. A member traveling by POC is entitled to MALT PLUS. The MALT (see Appendix A) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U5150). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Per diem or AEA (as prescribed in Chapter 4, Part B or C) may not be paid for the same day as MALT PLUS. However, a per diem or AEA is authorized for any necessary delay or processing time at a passenger POE/POD or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3).

1. MALT Rates. The MALT rate (see Appendix A for rates) depends on the number of authorized travelers in the POC. An authorized traveler is any member or dependent traveling due to the PCS order.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only the member responsible for paying the POC operating expenses (i.e., any cost directly associated with POC use for official travel) is entitled to the MALT and expense reimbursement.

(NOTE: Charges for repairs, depreciation, replacements, grease, oil antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 U.S.C. §3721.

2. Per Diem. A flat per diem of \$50 shall be paid for each day required for PCS travel between authorized points, up to the allowable travel time computed under par. U5160. If used, Government quarters and/or mess have no effect on the amount of per diem paid. Each member traveling in a POC is entitled to the \$50 per diem.

C. Reimbursement for Personally Procured Common Carrier Transportation Plus Per Diem. A member who procures common carrier transportation at personal expense is entitled to reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. The member may elect to procure common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order and be reimbursed for the transportation cost for the mode authorized and used. However, reimbursement shall not exceed the cost for the authorized transportation and accommodations over a commonly traveled direct route in accordance with a schedule(s) necessary to meet the requirements of the orders. *Reimbursement under this subparagraph is based on special Government contract fares only if Government-procured transportation is available under par. U3120 (B-163758, July 24, 1972).* Per diem entitlement is computed under par. U5113.

D. Transportation in Kind, or Government-Procured Transportation, Plus Per Diem. When the Government provides transportation at no cost, the member is entitled to per diem under par. U5113.

E. Travel by Mixed Modes

- ★ 1. General. If a member travels by mixed modes for a separate journey (see par. U5150), entitlement is determined under subpar. 2.

NOTE: *The following is not considered in determining if mixed mode travel is involved in a journey:*

- a. travel between the duty station and local transportation terminal, or
- b. travel between local transportation terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the MALT PLUS payable for the entire ordered travel distance less the cost of any Government-procured transportation used for a portion of the journey.

★ **U5106 TRANSPORTATION BETWEEN GOVERNMENT AND COMMERCIAL TRANSPORTATION TERMINALS**

When a member must procure transportation (other than a taxicab, airport limousine, bus, streetcar, subway or special conveyance) at personal expense between Government and commercial carrier terminals, the member is reimbursed for this transportation. See Chapter 3, Part E.

U5107 POC TRAVEL PROHIBITED

Each Service may issue regulations prescribing exigencies under which order-issuing officials may prohibit members traveling as individuals (as distinguished from members traveling together under orders directing no/limited reimbursement) from using a POC. If there are no such regulations, orders prohibiting POC transportation are without effect. Paragraph U5108 applies if the member's orders state that POC travel is prohibited, or specifically

U5160 COMPUTATION OF ALLOWABLE TRAVEL TIME

★ A. General. A member performing PCS travel is entitled to the travel time allowable to complete the PCS move. *A member reassigned between activities at the same PDS is allowed no travel time.* If PCS orders are amended, modified, canceled or revoked en route, travel time is allowed between the same points as were used to determine the member's entitlement to travel allowances. In cases involving two afloat units or an afloat unit and a shore activity, the location of the unit(s) on the departure date or the planned location at the arrival date are used to determine entitlement to travel time. The "arrival date" and "departure date" are the authorized days of arrival, reporting, detachment, departure, sign in or sign out as used by the Service concerned. The maximum travel time that may be allowed under this paragraph is that which would have been allowed under subpar. B had travel been performed entirely by POC. In computing travel time, the miles from the home, office, or residence to the local transportation terminal or vice versa, are disregarded. Except as prescribed in par. U5120-H, travel time is computed under subpars. B, C, D, E, F and G. Travel time allowed may differ from the time allowed for per diem computation purposes.

B. POC Travel. Generally, 1 day of travel time is allowed for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed. See par. U5100 ***NOTE: See subpar. H for additional travel time authority.***

C. Transoceanic Travel. Travel time for transoceanic travel by aircraft or vessel is the actual time required for the travel by the normal direct routing. The day of embarkation or debarkation at the port awaiting transportation is included in the actual time for ocean or transoceanic travel regardless of the hour of embarkation or debarkation.

D. Travel by Government Conveyance and/or Common Carriers on Government-procured Transportation. Travel time for travel by Government conveyance (except Government automobile) and/or common carriers obtained by ***Government-procured transportation*** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Government automobile is computed under subpar. B.

E. Travel By Other Than Directed Mode. A member, directed to travel by an available specific transportation mode who elects to travel by another mode, is limited to the actual travel time used, not to exceed the allowable travel time for the directed transportation mode.

F. Common Carrier at Personal Expense or Mixed Modes Travel

1. General. Authorized travel time, when a member travels by common carrier at personal expense or by mixed modes (par. U5105-E), is:

- a. travel time authorized for the total distance traveled by POC in whole days as in subpar. B, up to the travel time authorized for the official distance between origin and destination and
- b. 1 day for commercial transportation other than transoceanic (see subpar. C).

Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in subpar. B as if POC were used for the entire travel (unless additional travel time is authorized under subpar. H).

2. Computation When Travel Is by Mixed Modes. Compute authorized mixed-mode travel time as follows:

Step 1--Determine the official distance between authorized travel points as prescribed in par. U5155;

Step 2--Determine the total number of miles traveled by POC, up to the distance in Step 1, and compute travel time in accordance with subpar. B;

Step 3 --Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

Step 4 --Compare the number of days in step 3 to the number of days had POC been used for the entire distance and allow the lesser of the two.

Example 1: Official distance 1,500 miles; member travels 800 by POC, 600 by rail, and 900 by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for a total of 4 days.

Example 2: Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in authorized travel time of 3 days.

Example 3: Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day travel time is allowed.

For travel by mixed modes, the distance traveled to leave points is considered when computing travel time. The following are not considered:

- a. travel at a leave point;
- b. travel at the old or new PDS or TDY stations; and
- c. travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

G. Elapsed Time Is Less Than Authorized. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

Example: Official distance travel is 1,500 miles. The member departs 1 June and arrives 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days, so the member is authorized 4 days as travel time.

H. Additional Travel Time. Additional travel time may be authorized/approved by the member's new commanding officer when travel is delayed beyond that authorized in subpars. B-F for reasons beyond the member's control (such as acts of God, restrictions by Government authorities, difficulties in obtaining fuel for POCs, or other satisfactory reasons). The amount of additional travel time authorized may be the actual period of delay or a shorter period as determined appropriate. The explanation of the circumstances which necessitated the delay, together with the commanding officer's action, must be attached to the voucher.

U5165 ADVANCE OF FUNDS

Travel and transportation allowances prescribed for members may be paid in advance (see par. U1010-B4). Members failing to complete at least 90 percent of their initial prescribed service periods (par. U5125-A5) and members discharged under other than honorable conditions (par. U5125-C), may be advanced only an amount equal to 75 percent of the least costly available common carrier transportation mode.

F. PDS Changed to a Dependent-Restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. When a member receives orders to a PDS to which dependent travel is authorized and that PDS is later changed to a dependent-restricted tour station, or when there is a change in the designation of the duty aboard a vessel, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, entitlement to dependents' travel and transportation allowances to a designated place under par. U5222-D1, item c, is as prescribed in this subparagraph. In this subparagraph, "appropriate port of embarkation" is the port used for sea travel, if there is one; otherwise it is the aerial port of embarkation.

2. Restriction or Change in Designation Imposed After Orders Received. When the restriction or change in designation is imposed after the date the member first receives PCS orders but before dependents begin travel from the member's old PDS, the entitlement to dependents' travel and transportation allowances is determined under par. U5222-D1.

3. Restriction or Change in Designation Imposed After Dependents Begin Travel. When the restriction or change in the designation is imposed after dependents begin travel, circuitously or otherwise, on or after the date the member first receives PCS orders, dependents' travel and transportation allowances are authorized from the old PDS to the place they received notification of the restriction or change in designation and from that place to a designated place authorized in subpar. 1. However, the entitlement in such cases shall not exceed that accruing from the old PDS to the appropriate:

- a. port of embarkation serving the member's OCONUS PDS and from the port of embarkation to a place authorized in subpar. 1 in the case of a change to a dependent-restricted tour, or
- b. homeport of the vessel concerned and from the homeport to a place authorized in subpar. 1 in the case of a change in designation of the duty of a vessel.

4. Restriction or Change in Designation Imposed While Dependents at Designated Location. If the dependents are at a designated place authorized

in subpar. 1 where they were located under prior orders on the date they receive notification of the restriction or change in designation, no dependents' travel and transportation allowances are authorized.

5. Restriction or Change in Designation Imposed After Dependents Leave Designated Location. When the restriction or change in designation is imposed after dependents begin travel from a designated place authorized in subpar. 1, circuitously or otherwise, on or after the date the member first receives PCS orders, dependents' travel and transportation allowances are authorized from that designated place to the place they receive notification of the restriction or change in designation and from that place to the previous or a new designated place. However, the entitlement in such cases shall not exceed that from the designated place at which travel began to the homeport in CONUS or the appropriate port of embarkation serving the member's OCONUS PDS and from that homeport or that port of embarkation to the designated place last chosen.

6. Restriction or Change in Designation Imposed While En Route from Old PDS or Homeport. When the restriction or change in designation is imposed after dependents begin travel, but before they arrive at or in the vicinity of the member's OCONUS PDS or homeport, dependents' travel and transportation allowances are authorized from the old PDS or homeport where travel begins, to the place they receive notification of the restriction or change in designation and from that place to a:

- a. designated place in CONUS;
- b. temporary OCONUS location as may be authorized/approved through the Secretarial Process; or
- c. designated place in a nonforeign OCONUS area if authorized/approved through the Secretarial Process.

7. Restriction or Change in Designation Imposed After Dependents Arrive at Member's Duty Station. When the restriction or change in designation is imposed after the dependents arrive at the member's OCONUS PDS or homeport, or the restriction or change in designation is not made known to them until their arrival at or in the vicinity of that station, dependents' travel and transportation allowances under this subparagraph are authorized to the same locations and under the same conditions as set forth in subpar. 6. If dependents' evacuation is necessary, par. U6005 applies.

8. Subsequent Entitlement. A member, otherwise entitled to dependents' travel and transportation allowances under par. U5203-A, whose duty station is again changed from one to which dependent travel is not authorized or to one to which dependent travel is authorized, or the duty of a vessel, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or who is transferred to a station to which dependents' transportation is authorized, is entitled to dependents' travel and transportation allowances to the PDS or homeport of the vessel concerned, up to those for travel from the place to which they were transported under this subparagraph to the PDS or appropriate homeport. However, when dependents are in CONUS, their return transportation to the same or another OCONUS PDS or appropriate homeport may be authorized only when at least 12 months remain in the member's OCONUS tour following the estimated date of arrival of dependents at the PDS or homeport concerned or on the date command sponsorship is granted, whichever is later. If the member so elects, the dependents may be retained at the place to which they traveled under subpars. 1 through 7 until further transportation is authorized; except that dependents may be retained at a temporary OCONUS location to which they were transported under subpar. 6 and par. U6005 only when authorized/approved through the Secretarial Process. Travel of dependents of members not entitled to travel and transportation allowances under par. U5203-B is governed by par. U6005.

G. Travel of Dependents OCONUS for Medical Care

1. Definition of Dependent. As used in this subparagraph, "dependents" are command/noncommand sponsored dependents who have an active duty sponsor and who have been authorized medical care in a Service medical facility without reimbursement through the Secretarial Process.

2. Local Medical Care Not Available. When determined by competent authority that a dependent, accompanying a member on active duty for more than 30 days and stationed OCONUS, requires medical care not available in the area of the member's OCONUS PDS, the member's commanding officer or other officer designated by the Service concerned may authorize/approve transportation of the dependent to the nearest appropriate medical facility where adequate medical care is available. Such transportation may include ambulance transportation

to and from carrier terminals. Upon termination of hospitalization or medical care, transportation of the dependent is authorized to the member's PDS or to such other place determined appropriate under the circumstances by the order-issuing official.

★ 3. Outpatient Travel. The actual expenses incurred for the dependent's travel between transportation terminal, medical facility, and lodging may be reimbursed when the dependent is receiving outpatient care at a medical facility outside the member's PDS area. Actual expenses incurred for transportation between medical facility and lodging may be reimbursed for the number of trips the dependent must make between those two places on any day. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When it is determined that a POC is the mode, the actual expenses are those specified in par. U3305-B, second item 1. Payment may not be on a commuted basis, such as a mileage allowance for transportation costs (B-202964, February 23, 1982). The actual cost of the dependent's lodging (including taxes, tips, and service charges) and meals (including taxes and tips) may be reimbursed up to the per diem rate for the area concerned. Funds may be advanced to cover expenses reimbursable under this subparagraph.

4. Elective Surgery. Travel and transportation expenses for a dependent who travels for elective surgery not medically indicated by a medical official of the Service concerned is not authorized.

5. Attendants for Dependents. If a dependent is unable to travel unattended, round trip travel and transportation allowances are authorized for necessary attendants as provided in Chapter 7, Part Q.

6. Use of Government Transportation. When practicable, Government transportation is used for transportation authorized by this subparagraph.

7. Transportation of Dependents. When the transportation mode described in subpar. 6 is not available or its use is not practicable, dependent patients shall be transported by one of the following modes:

- a. Government-procured commercial transportation,

PART G: DISLOCATION ALLOWANCE (DLA)

U5600 PURPOSE

The purpose of DLA is to partially reimburse a member for the expenses incurred in relocating the member's household. This allowance is in addition to all other allowances authorized in this Volume and may be paid in advance (37 U.S.C. §407).

U5605 DEFINITION OF TERMS

A. Member With Dependents. As used in this Part, "member with dependents" means a member who, on the effective date of PCS orders, has dependents entitled to transportation in connection with the PCS. (A member, whose spouse is a dependent on the effective date of the member's PCS orders, is considered to be a member with dependents for DLA entitlement purposes, even though the spouse was a former member and received travel allowances upon separation from the Service (63 Comp. Gen. 55 (1983)).

B. Member Without Dependents. As used in this Part, "member without dependents" means a member who:

1. has no dependents;
2. is not entitled to travel and transportation allowances for travel of dependents under par. U5203-B in connection with a PCS (see subpar. A for exceptions in parenthesis); or
3. has dependents entitled to travel and transportation allowances under par. U5203, but the dependents do not relocate in connection with a PCS (59 Comp. Gen. 376 (1980)).

U5610 ELIGIBILITY

A. Member With Dependents. A member with dependents is entitled to a DLA when dependents:

1. relocate in connection with a PCS,
2. move in connection with the closure or realignment of a military installation (see par. U5630-B12),
3. move to a designated place incident to an evacuation (IAW pars. U6012 and U6059), or
4. as otherwise authorized in this Part.

B. Member Without Dependents. A member without dependents (see par. U5630-E for rules that apply when a member is married to a member) is entitled to DLA when:

1. transferred to a PDS where Government quarters are not assigned, or
2. the member is ordered to move in connection with the closure or realignment of a military installation (see par. U5630-B12).

In the circumstances of item 1, temporary occupancy of Government quarters upon arrival at a new PDS does not preclude entitlement to a DLA if the period of occupancy is 60 days or less. When calculating the 60-days, exclude the days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer.

U5615 DETERMINING AMOUNT PAYABLE

A. General. DLA rates are in Table U5G-1 (and Table U5G-2 for secondary DLA IAW par. U5630-B6 only). DLA is based on the member being with or without dependents (par. U5605) on the effective date of the PCS orders or orders directing the member to move in connection with the closure or realignment of a military installation.

B. Dependents Authorized to Relocate in Connection With PCS but Delay Their Travel. When dependents are authorized to travel but do not move with the member, DLA at the without dependent rate may be paid provided the member is not assigned Government quarters at the new PDS. If the dependents later join the member and are entitled to such travel at Government expense, the member may be paid the difference between the DLA entitlement at the with dependent rate and the without dependent rate.

U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

A. General. Under 37 U.S.C. §407, members are entitled to only one DLA during a fiscal year, unless the:

- ★ 1. Secretary concerned determines the exigencies of the Service require more than one PCS during the current fiscal year (The authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned. Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned.);
- 2. member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;
- 3. eligible dependents are relocated to a designated place incident to an evacuation (see par. U6012 and U6059);
- 4. movement of a member's household is made in conjunction with a national emergency or in time of war;
- 5. movement of a member and/or dependents is made as envisioned by pars. U5630-B6, B8 or B10; or
- 6. movement of member's and or dependents household is made in connection with closure or realignment of a military installation.

B. Application of Fiscal Year Limitation on Payment of DLA

- 1. When determining the fiscal year in which entitlement to a DLA occurs, the date of the member's departure (detachment) from the old PDS in compliance with PCS orders will govern.
- 2. Prior PCS moves in the same fiscal year for which a DLA was not authorized shall be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Government quarters carry no DLA entitlement. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at an installation of the Services, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.
- 3. Except under the conditions in subpar. A, items 2 and 5, and item 2 above, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

U5630 FACTORS AFFECTING ENTITLEMENT

A. General. Under par. U5610, members are entitled to DLA for PCS moves and evacuation of dependents. These are the normal categories of entitlement. There are a number of other situations in which members may or may not be entitled to DLA. The following subparagraphs explain the entitlement under these special circumstances.

B. Special Categories DLA Authorized

- 1. Member's Old and New PDSs in Proximity to Each Other or Member Reassigned Between Activities at Same PDS. A DLA is payable where the old and new PDSs are in proximity to each other or when a member is

PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS**U5700 PURPOSE**

TLE is intended to partially pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters in CONUS due to a PCS.

★ U5705 ENTITLEMENT

A. A member is entitled to TLE reimbursement (when per diem is not payable):

1. before leaving the old CONUS PDS, designated place (see Appendix A), or (beginning October 5, 1999) an enlisted member's CONUS HOR or technical school, if the member is reporting to the member's first PDS,
2. after arriving at the new CONUS PDS (including (beginning October 5, 1999) an enlisted member's first PDS, if the member is reporting there from HOR or initial technical school), designated place,
3. when househunting is performed after the member PCSs to the new PDS (i.e., in conjunction with a PCS), and
4. for travel time (par. U5160) not to exceed the number of days authorized in par. U5710.

Example: If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day. If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid the maximum TLE allowance.

NOTE: *The days covered must have been spent in the vicinity of the old/new PDS, designated place, or enlisted member's CONUS HOR or initial technical school.*

B. A member is not entitled to TLE:

1. due to a move when entering active duty, except (beginning October 5, 1999) for enlisted members reporting to their first PDS,
2. due to a move when leaving active duty,
3. for a househunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS), or
4. for a dependent(s) acquired after the effective date of PCS orders.

NOTE: *For the next PCS, the member is entitled to TLE for the acquired dependent, including in the vicinity of the place the dependent was acquired.*

★ U5710 TIME LIMITATIONS

TLE may not be paid for more than:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS),
2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and designated place in CONUS), or

3. beginning October 5, 1999, 10 days for enlisted members reporting to their first PDS from their HOR or initial technical school (a member may split the days among CONUS HOR or initial technical school, designated place in CONUS, and CONUS PDS; if first PDS is OCONUS, a member may split the days between CONUS HOR or initial technical school and designated place in CONUS).

U5715 TEMPORARY QUARTERS

Temporary quarters for the member/dependent(s):

1. must be a temporary place of residence,
2. must be in the vicinity of the old and/or new PDS/designated place,
3. may be allowed if assigned family-type Government quarters are not occupied:
 - a. because the HHG have not been shipped from the old PDS;
 - b. because the HHG have not been received at the new PDS;
 - c. because the quarters are undergoing repair/renovation, or
 - d. for similar reasons.

NOTE: Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost for that day is zero. However, the meals portion is payable.

U5720 REIMBURSEMENT

A. Member Married to Member. When both spouses are members:

1. each may be reimbursed up to \$110 per day,
2. both may not claim the same dependent(s) for TLE , and
3. a member is not a dependent for TLE payment.

B. Per Diem Rate Used. For TLE reimbursement:

1. the locality per diem rate is used, or
2. when a member and dependents occupy temporary quarters at different locations, the highest applicable locality per diem rate is used in the computation.

C. Maximum Reimbursement. A member:

1. may be reimbursed a maximum of \$110 per day for TLE (B-221732, April 10, 1987), (this applies if a member and dependent(s) occupy temporary quarters on the same **or** different days);
2. may choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s);
3. and dependent(s) may occupy temporary quarters on different days, but TLE is determined as if lodgings were occupied on the same days; and
4. should use available Government quarters (see par. U1045).

NOTE: When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).

D. Reimbursement Example:

1. A member occupies temporary quarters at the new PDS for 12 days (1-12 April).
2. The member's dependent(s) also occupy temporary quarters for 12 days (18-29 April).
3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.
4. Reimbursement for the daily combined total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) shall not exceed \$110 per day.

E. Reimbursement Computation

Step 1: Determine Maximum Daily TLE Allowance. Multiply the percentage in the following table by the applicable locality per diem rate prescribed in Appendix D.

No. of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent add:	25%

NOTE: For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent.

Step 2: Determine M&IE Equivalency

- a. Multiply the daily TLE allowance computed in Step 1 by 46% if:
 - (1) it is the first or last day of TLE, or
 - (2) lodgings used do not have facilities for preparing/eating meals, or
 - (3) lodgings are provided by a friend/relative, or
 - (4) a Government mess is not used for all three meals, otherwise
- b. Multiply the daily TLE allowance computed in Step 1 by 23%.

The installation commander determines if temporary lodging facilities (see Appendix A) are adequate for preparing/eating meals. The member certifies adequacy/inadequacy of facilities for preparing/eating meals at other than temporary lodging facilities.

Step 3: Determine Gross Daily Equivalency. Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes)..

Step 4: Determine Net Daily Equivalency. Deduct the total daily allowances (housing allowances and BAS) received from the result in Step 3.

NOTE: Do not deduct:

1. housing allowances when staying with friends/relatives,
2. housing allowances for a member with a dependent(s) if the claim is for the member only,
3. housing allowances if the member is assigned to Government quarters that are uninhabitable or the member does not receive a housing allowance, and
4. BAS when not paid, or if TLE is being computed only for dependents.

Step 5: Determine Applicable Daily Rate

Compare \$110.00 with the amounts found in Steps 1 and 4. Pay the least of these three amounts for each day.

EXAMPLE 1 -- TLE ALLOWANCE

(NOTE: Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only).

A member with no dependents is ordered on a PCS from one CONUS PDS to another. Each PDS has a different per diem rate. After reporting at the new PDS, the member occupies temporary quarters at the new PDS for 4 nights \$47.50 (42.75 per night plus tax \$4.75). The new PDS locality per diem rate is \$112. The member is entitled to TLE computed as follows:

1. Determine maximum rate (given percent x locality rate).	$65\% \times \$112.00 = \72.80
2. Multiply result in Step 1 by 46% (or 23% when applicable).	$46\% \times \$72.80 = \33.49
★ 3. Add the result in Step 2 to the actual NTE allowable daily lodging cost. (including lodging tax).	$\$33.49 + \$47.50 = \$80.99$
4. Deduct daily allowance(s) from Step 3.	$\$80.99 - \$28.30 = \$52.69$
Housing Allowance =	\$22.60
BAS =	\$ 5.70
Total =	\$28.30
5. Compare \$110 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$52.69 per day.	$\$110.00 \text{ vs. } \$72.80 \text{ vs. } \$52.69;$ $\$52.69 \times 4 \text{ days} = \210.76

EXAMPLE 2 -- TLE ALLOWANCE

(NOTE: Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only. See Appendix A or D for the current standard CONUS rate.)

A member with a spouse (not entitled to basic pay) and two children is ordered on a PCS from one CONUS PDS to another (the standard CONUS per diem rate applies to both PDSs). After reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 4 nights at \$80 (72 per night plus tax \$8). The member certifies that Government quarters are not available. The member is entitled to a TLE, computed as follows:

1. Determine maximum rate (given percent x locality rate).	$150\% \times \$80.00 = \120.00
2. Multiply result in Step 1 by 46% (or 23% when applicable).	$46\% \times \$120.00 = \55.20
★ 3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging taxes).	$\$55.20 + \$80.00 = \$135.20$
4. Deduct daily allowance(s) from Step 3.	$\$135.20 - \$26.65 = \$108.55$
Housing Allowance =	\$22.66
BAS =	\$ 3.99
Total =	\$26.65
5. Compare \$110 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$108.55 per day.	\$110.00 vs. \$120 vs. \$108.55; $\$108.55 \times 4 \text{ days} = \434.20

EXAMPLE 3 - TLE ALLOWANCE

(NOTE: Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only. See Appendix A or D for the current standard CONUS rate.)

A member married to member couple with two dependents is ordered on a PCS from one CONUS PDS to another (the standard CONUS per diem rate applies to both PDSs). After reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 4 nights at \$100 (90 per night plus tax \$10). Each member is entitled to TLE up to \$110 per day. The \$100 lodging cost is divided evenly between both members. The members certify that Government quarters are not available. TLE in this case is computed as follows:

Member #1 (with 1 dependent)	
1. Determine maximum rate (given percent x locality rate).	$100\% \times \$80.00 = \80.00
2. Multiply result in Step 1 by 46% (or 23% when applicable).	$46\% \times \$80.00 = \36.80
★ 3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	$\$36.80 + \$50.00 = \$86.80$
4. Deduct daily allowance(s) from Step 3.	$\$86.80 - \$22.24 = \$64.56$
Housing Allowance =	\$17.25
BAS =	\$ 4.99
Total =	\$22.24
5. Compare \$110 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$64.56 per day.	\$110.00 vs. \$80 vs. \$64.56; $\$64.56 \times 4 \text{ days} = \258.24

Member #2 (with 1 dependent)	
1. Determine maximum rate (given percent x locality rate).	$100\% \times \$80.00 = \80.00
2. Multiply result in Step 1 by 46% (or 23% when applicable).	$46\% \times \$80.00 = \36.80
★ 3. Add the result in Step 2 to the actual NTE allowable daily lodging cost. (including lodging tax).	$\$36.80 + \$50.00 = \$86.80$
4. Deduct daily allowance(s) from Step 3.	$\$86.80 - \$25.47 = \$61.33$
Housing Allowance =	\$20.48
BAS =	\$ 4.99
Total =	\$25.47
5. Compare \$110 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$61.33 per day.	$\$110.00$ vs. $\$80$ vs. $\$61.33$ $\$61.33 \times 4 \text{ days} = \245.32

The combined daily amount paid to both members is \$125.89 (\$64.56 + \$61.33).

The combined amount paid to both members for 4 days is \$503.56 (\$125.89 x 4).

EXAMPLE 4 - TLE ALLOWANCE

(NOTE: Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only).

A member occupies temporary quarters at the new PDS for 12 days (1-12 April) at \$45.00 (40.50 per night plus \$4.50 tax). The new PDS locality per diem rate is \$95.00. The member's dependents (spouse and 1 child) occupy temporary quarters at the old PDS for 12 days (18-29 April) at \$60 (54.00 per night plus tax \$6). The locality per diem rate for the dependents' location is \$115.00. The period 1-10 April (member) and 18-27 April (dependents) were selected by the member for TLE.

	Member	Dependent(s)
1. Determine Maximum rate (given percent x locality rate).	$65\% \times \$95.00 = \61.75	$100\% \times \$115.00 = \115.00
Combined Total:	$\$61.75 + \$115 = \$176.75$	
2. Multiply result in Step 1 by 46% (or 23% when applicable).	$46\% \times \$61.75 = \28.41	$46\% \times \$115.00 = \52.90
★ 3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	$\$28.41 + \$45.00 = \$73.41$	$\$52.90 + \$60.00 = \$112.90$
Combined Total:	$\$73.41 + \$112.90 = \$186.31$	
4. Deduct daily allowance(s) from the combined total in Step 3.	$\$186.31 - \$19.65 = \$166.66$	
Housing Allowance =	\$12.50	
BAS =	\$ 7.15	
Total =	\$19.65	
5. Compare \$110 with combined totals in Steps 1 and 4 and pay the least amount for each day. Pay \$110 per day.	$\$110.00$ vs. $\$176.75$ vs. $\$166.66$ $\$110.00 \times 10 \text{ days} = \1100.00	

CHAPTER 6 EVACUATION ALLOWANCES

PART A: AUTHORIZED OR ORDERED MOVEMENT OUTSIDE THE CONTINENTAL UNITED STATES (CONUS)

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- A. Transportation of POVs Incident to Evacuation of Dependents
- B. Subsequent Entitlement When Member Not in Receipt of PCS Orders from Evacuated Area
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U6055 Local Travel Allowances in and Around Safe Haven and Designated Place

U6056 Transportation of HHG

- A. General
- B. HHG at PDS When Evacuation Authorized or Ordered
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- D. Transportation of HHG Incident to Authorized or Directed Movement of Dependents From Safe Haven and When Dependents Convert Their Safe Haven to Designated Place
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U6057 Transportation of POV

- A. Transportation of POV Incident to Evacuation of Dependents
- B. Subsequent Entitlement When Member Not in Receipt of PCS Orders From Evacuated Area
- C. Subsequent Entitlement When Member in Receipt of PCS Orders From Evacuated Area
- D. Reimbursement of Rental Vehicle Cost When a Motor Vehicle Arrives Late

U6058 Basic Allowance for Housing (BAH)

U6059 Dislocation Allowance (DLA)

U6060 Advance of Funds

- A. Advance Payment of Per Diem, Travel and Transportation Allowances
- B. Advance Payment of DLA
- C. Advance of Pay

U6061 CONUS COLA

Lodging: \$72 (This is the actual daily amount paid for lodging by the three dependents, which is less than the maximum that may be reimbursed. A lodging receipt is required for this amount.)

Total: \$157 (Actual daily amount paid to dependents for costs incurred by the three dependents while at the designated place for 27 days (27 days x \$157 = \$4,239.00)).

★ **U6006 LOCAL TRAVEL ALLOWANCES IN AND AROUND SAFE HAVEN AND DESIGNATED PLACE**

Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and have not taken delivery of a POV shipped to the designated place under par. U6008. A flat rate of \$10 per day is paid for each evacuated family. No receipts are required. This allowance is intended to partially offset the expenses such as evacuated dependents incur for use of commercial transportation (including rental car) for travel required between the dependents' place of lodging at the safe haven or designated place and medical/dental appointments, finance office, and family support service center, commissary, pharmacy, post office, etc. in the local area. Allowances under this paragraph may not be paid for days reimbursement is received under paragraph U6008-D for expenses incurred to rent a motor vehicle.

U6007 HHG TRANSPORTATION

A. General. A member with dependents is entitled to HHG transportation (including unaccompanied baggage as defined in Appendix A) as noted in the following subparagraphs incident to an evacuation of dependents from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored at Government expense minus any weight of HHG otherwise in storage at Government expense for the member. *When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the responsibility of the member/dependents.* Unaccompanied baggage items may be shipped separately from HHG in an amount not to exceed 350 lbs for each dependent 12 years of age and older, and 175 lbs for each dependent under 12. The provisions of subpar. U5320-B, which establish a 1,000-lb limitation on shipment of unaccompanied baggage by an expedited mode and provide exception authority thereto, apply to an unaccompanied baggage shipment made under this Part. The 1,000-lb limitation applies to the sum of the unaccompanied baggage shipped for the member's family. Nontemporary storage (NTS) of HHG in excess of 18,000 lbs is not authorized. Members who

personally procure the HHG transportation authorized below are entitled to reimbursement in accordance with subpar. U5320-D, unless the member has PCS orders, in which case reimbursement is under subpar. U5320-D or E.

B. HHG at PDS When Evacuation Authorized or Ordered. A member, whose HHG are at or in the vicinity of the member's PDS when the evacuation is authorized or ordered is entitled to HHG transportation under subpars. 1 and 2. The official acting as the transportation officer in the area being evacuated is the authority for transporting unaccompanied baggage by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5320-B. That official may authorize/approve the use of commercial air and/or any weights above 1,000 lbs via commercial air if the dependents will need the items immediately or soon after they arrive at the safe haven or designated place, as appropriate.

NOTE: *Nontemporary storage also may be appropriate for vacating Government quarters in order to meet an unusual Service operational requirement. (See par. U5380-G1a(3)).*

1. Dependents Directed to Move to Safe Haven.

When dependents are directed to move to a safe haven under par. U6004, the member is entitled to transportation of:

- a. unaccompanied baggage for the dependents, and
- b. those items of HHG authorized/approved by competent authority as needed for the dependents' comfort and well-being at the safe haven,

from the member's overseas PDS and/or from NTS to the safe haven.

2. Dependents Directed to Select Designated Place.

When the dependents are directed to select a designated place and they move to a designated place, or convert their safe haven to a designated place, the member is entitled to transportation of HHG from the member's overseas PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to PDS When Evacuation Authorized or Ordered.

1. HHG Being Transported on PPGBL. When a member's HHG are en route to the PDS on a PPGBL or have been turned over to the Government for transportation to the member's PDS when an evacuation of the PDS is authorized or ordered, competent authority shall make every reasonable effort to stop the forward movement of HHG to the member's PDS and,

- a. if the dependents are directed to proceed to a safe haven, unaccompanied baggage for the dependents and those items of HHG authorized/approved by competent authority as being needed for the evacuated dependents' comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or remainder of the shipment) may be diverted to NTS when HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense.
- b. if the dependents are directed to move to a designated place, HHG may be diverted to the designated place and/or the shipment (or remainder of the shipment) may be diverted to NTS. When HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized or ordered, the member is entitled to transportation of the HHG under subpar. B.

2. HHG of Members Who Personally Arrange for Transportation. When a member personally arranges for transportation of HHG by any means and those HHG are en route to the PDS when the evacuation is authorized or ordered, efforts to direct the HHG to the safe haven, designated place, and/or NTS as appropriate remain the member's personal responsibility. If the HHG subsequently arrive at the member's PDS, the member is entitled to transportation of the HHG under subpar. B.

D. Transportation of HHG Incident to Authorized or Directed Movement of Dependents From Safe Haven

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and When Dependents Convert Their Safe Haven to Designated Place

1. Dependents Move From Safe Haven to Safe Haven. When dependents are authorized or directed to proceed from one safe haven to another safe haven, the member is entitled to transportation of:

- a. unaccompanied baggage,
- b. items of HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under subpar. B or C, and
- c. authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependents' comfort and well-being at the safe haven,

from the former safe haven to the new safe haven.

2. Dependents Move From Safe Haven to Designated Place. When dependents at a safe haven are directed to select a designated place, and move to a designated place, the member is entitled to transportation of:

- a. unaccompanied baggage,
- b. items of HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under subpar. B, C, or subpar. 1, and
- c. authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes or approves as having been necessary for the evacuated dependents' comfort and well-being at the safe haven,
- d. HHG at the member's PDS, and/or
- e. HHG in NTS

to the designated place. This includes a local move of HHG from one address to another address in the same city, town, or metropolitan area. As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under this subparagraph.

3. Dependents Convert Their Safe Haven to Designated Place. When dependents at a safe haven

The dependents shared a hotel room in Baltimore and incurred a lodging cost of \$72 per day until they moved into their permanent residence on 10 September. The dependents are entitled to per diem while traveling to their designated place and while at the designated place. Per diem entitlement at the designated place begins on the date of arrival at that place (15 August) and continues to 2400 on the day they occupied the permanent residence (see subpar. E). The maximum per diem applicable at Charleston, SC at the time of travel was \$78 (M&IE: \$26, Lodging: \$52). The maximum per diem applicable to Baltimore, MD was \$99 (M&IE: \$34, Lodging: \$65).

(a) Maximum per diem that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight in Charleston (subpar. E):

Each dependent 12 years of age or older is entitled to per diem up to the full rate (\$78), which in this case is \$26 for M&IE and up to \$52 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

	<u>M&IE</u>	<u>MAXIMUM LODGING</u>	<u>TOTAL</u>
Member's spouse:	\$26	\$52	\$78
Child (14 years of age):	\$26	\$52	\$78
Child (9 years of age):	\$13 (\$26 x 50%)	\$26 (\$52 x 50%)	\$39
<u>Maximum amount that may be paid for costs incurred by the three dependents:</u>	<u>\$65</u>	<u>\$130</u>	<u>\$195</u>

(b) Computing per diem, as indicated in par. U4125, within the maximum amounts shown in (a) (\$65 for M&IE and up to \$130 for lodging) that is paid for the period of travel to the designated place via Charleston on 14 August:

The dependents are entitled to 75% of the M&IE allowance for 14 August ($\$65 \times 75\% = \48.75).

M&IE: \$48.75 (The M&IE in this amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)

Lodging: \$68.00 (This is the actual amount paid for lodging by the three dependents in Charleston, which is less than the maximum that may be reimbursed. A lodging receipt is required for this amount.)

Total: \$116.75 (Actual amount paid to dependents for costs incurred by the three dependents on 14 August.)

(c) Maximum daily amount that may be paid to the member's three dependents beginning on the day of arrival at the designated place (Baltimore) through the day the permanent residence was occupied is determined as follows (see subpar. E):

Each dependent 12 years of age or older is entitled to per diem up to the full rate (\$99), which in this case is \$34 for M&IE and up to \$65 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

	<u>M&IE</u>	<u>MAXIMUM LODGING</u>	<u>TOTAL</u>
Member's spouse:	\$34	\$65.00	\$99.00
Child (14 years of age):	\$34	\$65.00	\$99.00
Child (9 years of age):	\$17 (\$34 x 50%)	\$32.50 (\$65 x 50%)	\$49.50
<u>Maximum daily amount that may be paid for costs incurred by the three dependents:</u>	<u>\$85</u>	<u>\$162.50</u>	<u>\$247.50</u>

(d) Actual total daily amount, within the maximum amounts shown in (c) (\$85 for M&IE and up to \$162.50 for lodging), that is paid for 27 days (15 August to 10 September) is determined as follows:

- M&IE: \$85 (The M&IE in this daily amount is paid to cover cost of meals, laundry and cleaning for the three dependents. No itemization or receipts are required.)
- Lodging: \$72 (This is the actual daily amount paid for lodging by the three dependents, which is less than the maximum that may be reimbursed. A lodging receipt is required for this amount.)
- Total: \$157 (Actual daily amount paid to dependents for costs incurred by the three dependents while at the designated place for 27 days (27 days x \$157 = \$4,239.00).

★U6055 LOCAL TRAVEL ALLOWANCES IN AND AROUND SAFE HAVEN AND DESIGNATED PLACE

Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and do not have a POV at the safe haven or the designated place. A flat rate of \$10 per day is paid to each evacuated family. No receipts are required. This allowance is intended to partially offset the expenses such evacuated dependents incur for use of commercial transportation (including rental car) for travel required between the dependents' place of lodging at the safe haven or designated place and medical/dental appointments, finance office, and family support service center, commissary, pharmacy, post office, etc. in the local area. Allowances under this paragraph may not be paid for days reimbursement is received under paragraph U6057-D for expenses incurred to rent a motor vehicle.

U6056 HHG TRANSPORTATION

A. General. A member with dependents is entitled to HHG transportation (including unaccompanied baggage as defined in Appendix A) as noted in the following subparagraphs incident to an evacuation of dependents from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored at Government expense minus any weight of HHG otherwise in storage at Government expense for the member. ***When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the responsibility of the member/dependents.*** Unaccompanied baggage items may be shipped separately from HHG in an amount not to exceed 350 lbs for each dependent 12 years of age and older, and 175 lbs for each dependent under 12. The provisions of subpar. U5320-B, which establish a 1,000-lb limitation on shipment of unaccompanied baggage by an expedited mode and provide exception authority thereto, apply to an unaccompanied baggage shipment made under this Part. The 1,000-lb limitation applies to the sum of the unaccompanied baggage shipped for the member's family. NTS of HHG in excess of 18,000 lbs is not authorized. Members who personally procure the HHG transportation authorized below are entitled to reimbursement in accordance with subpar. U5320-D, unless the member has PCS orders, in which case reimbursement is under subpar. U5320-D or E.

B. HHG at PDS When Evacuation Authorized or Ordered. A member, whose HHG are at or in the vicinity of the member's PDS when the evacuation is authorized or ordered, is entitled to HHG transportation under subpars. 1 and 2. The official acting as the transportation officer in the area being evacuated is the authority for transporting unaccompanied baggage by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5320-B. That official may authorize/approve the use of commercial air and/or any weights above 1,000 lbs via commercial air if the dependents shall need the items immediately or soon after they arrive at the safe haven or designated place, as appropriate.

NOTE: Nontemporary storage also may be appropriate for vacating Government quarters in order to meet an unusual Service operational requirement (See par. U5380-G1a(3)).

1. Dependents Directed to Move to Safe Haven. When dependents are directed to move to a safe haven under par. U6053, the member is entitled to transportation of:
 - a. unaccompanied baggage for the dependents, and

from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the orders).

c. Travel Upon Discharge. Upon discharge from the Financial Assistance Program, members are entitled to the allowances in Chapter 5, Part B, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 U.S.C. §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is entitled to the PCS allowances in Chapter 5, Part B. The entitlement is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the orders.

F. Travel Allowances for Member Entitled to Medical and Dental Care. A member, entitled to medical or dental care under 10 U.S.C. §1074a for an illness, disease, or injury incurred or aggravated while:

1. on active duty for a period of 30 days or less;
2. on inactive duty training; or
3. traveling directly to or from the place where the member performs or has performed this duty;

is entitled to travel and transportation allowances in Chapters 3 and 4 for TDY for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no entitlement.

G. Station Allowances

1. General. A member of a reserve component, called (or ordered) from a residence OCONUS to active duty/active duty for training, is entitled to station allowances in Chapter 9 in the circumstances described in subpars. 2, 3 and 4. When a member is authorized station allowances at the with-dependent rate for the PLEAD, there are no command sponsorship requirements. The only requirement is that the member must reside permanently in the area concerned at the time called (or ordered) to active duty (55 Comp. Gen. 135 (1975)). See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services for BAH regulations for members of reserve components called (or ordered) to active duty from Alaska or Hawaii locations.

2. Called to Active Duty for 20 or More Weeks. Except as provided in subpar. 3, a member of the reserve component called (or ordered) to active duty from a location OCONUS for 20 or more weeks at one location is entitled to station allowances for the location from which called (or ordered) to active duty, beginning on the day the member is entitled to a housing allowance. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty orders. Entitlement to station allowances for the PDS location begins on the day the member reports at that location. A member called (or ordered) to active duty from a location in the CONUS for 20 weeks or more at one location is entitled to station allowances in the same manner as a regular member.

3. Called (or Ordered) to Active Duty for 20 or More Weeks But Not Authorized HHG Transportation. Except when transportation of HHG is authorized, a member of a reserve component called or ordered to active duty (other than for training), and a DoD retired member ordered to active duty under 10 U.S.C. §688(a), for 20 or more weeks at one location, away from the member's OCONUS principal place of residence (at the time called or ordered to active duty) shall be:

- a. considered to be assigned to duty at that residence, and

- b. be paid station allowances at the rate for that location.

Shipment of HHG under TDY orders in accordance with Chapter 4, Part H, does not affect this entitlement. Entitlement to station allowances begins on the day the member is entitled to a housing allowance. Per diem is payable as indicated in par. U7150-A4d.

4. Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of a reserve component called (or ordered) to active duty from an OCONUS location for less than 20 weeks is entitled to station allowances: 1) if the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation"); or 2) whenever there is no per diem entitlement. The member is entitled to station allowances at the rate prescribed for the location of the member's principal place of residence at the time called or ordered to active duty (55 Comp. Gen. 135 (1975)).

U7155 RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY

Except for periodic physical examinations covered by par. U7250, retired members (including those on the TDRL and members in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, are entitled to travel and transportation allowances as provided in par. U7150 for members of the reserve components.

★ U7175 MUSTER DUTY ALLOWANCE FOR READY RESERVE

A member of the ready reserve (not a member of the National Guard or the Selected Reserve) is entitled to an allowance for muster duty if that duty is for at least 2 hours (37 U.S.C. §433). The amount of such allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the year preceding the calendar year in which the muster duty is performed. See par. 570106 of the DoD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DoD and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard:

Effective 1 January 2000

Muster Duty Pay is \$146.31

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under subpar. U5242-A incident to the burial of a deceased member.
3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Members. Eligible members are those:
 - a. on permanent duty OCONUS,
 - b. assigned to an OCONUS ship or unit operation, or
 - c. with OCONUS domiciles who are on permanent duty in CONUS.
2. Eligible Dependents. Eligible dependents are those who:
 - a. are command sponsored and reside OCONUS with the member,
 - b. reside at an OCONUS location and for whom the member receives a station allowance, or
 - c. reside in CONUS and the member:
 - (1) is on permanent duty OCONUS, or
 - (2) has an OCONUS domicile and is on permanent duty in CONUS.
3. Domicile. As used in this paragraph, domicile is a member's HOR or place:
 - a. from which first called (or ordered) to active duty,
 - b. of first enlistment, or
 - c. of permanent legal residence.

A member's domicile is relevant to personal emergency transportation entitlement only if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations. Eligible members and eligible dependents are authorized transportation from an originating location to a destination point. They are authorized return transportation from the destination point to the originating location or PDS, if transportation is provided to the destination point under this paragraph.

1. Members and Dependents OCONUS. For members described in subpars. B1a and b and dependents described in subpar. B2a and b:
 - a. Authorized originating locations are:
 - (1) a member's PDS;
 - (2) dependents' other OCONUS location; or
 - (3) member's or dependents' location when notified of the personal emergency;

- b. Authorized destination points are:
Effective 5 October 1999

★ (1) Either:

- (a) the CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or
 - (b) any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; (**NOTE: This creates a cost limit to be used for transportation.** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The cost for transportation paid by the Government from Stuttgart to Cleveland may not exceed the cost for transportation from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the route of travel are permissible.)); or
- (2) an airport in a nonforeign OCONUS area (see Appendix A); or
 - (3) any other OCONUS location, as determined by the Secretarial Process.

NOTE: *There is no entitlement to one-way emergency leave transportation from CONUS back to an OCONUS PDS.*

2. Members and Dependents in CONUS. For members described in subpar. B1c and dependents described in subpar. B2c:

- a. Authorized originating locations are the international airports nearest the:
 - (1) member's PDS, or
 - (2) member's or dependents' location when notified of the personal emergency.
- b. Authorized destination points are:
 - (1) an international airport in a nonforeign OCONUS area; or
 - (2) any other OCONUS location, as determined by the Secretarial Process.

U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT

Members on TDY away from the PDS, or assigned to a ship or unit operating away from its homeport, are entitled to personal emergency transportation from the TDY or unit location or ship to the PDS, homeport, or other location and return (if applicable). Space-required Government transportation must be used if reasonably available, otherwise transportation entitlements are the same as if traveling on TDY. Transportation cost reimbursement for travel to another location shall not exceed transportation costs to the PDS or homeport.

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

A. Policy. FEML policy is established in DoD Directive 1327.5 (Leave and Liberty), subpar. F-19.

B. Eligibility

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PART X: TRAVEL ALLOWANCES TO SPECIALIZED TREATMENT SERVICES FACILITIES

U7950 TRAVEL OF PATIENT TO SPECIALIZED TREATMENT SERVICES (STS) FACILITIES

A. General. A patient may be referred by medical authorities to a specialized treatment services (STS) facility for certain highly specialized medical care, rather than be issued a non-availability statement for medical care. STS facilities, designated by the Assistant Secretary of Defense for Health Affairs, may be military or civilian treatment facilities. STS facilities are selected sources for highly specialized care, such as organ transplants for national STS facilities or open heart surgeries for regional STS facilities.

NOTE: *This entitlement does not apply to patient care at other than a STS facility for highly specialized medical care.*

B. Patient. A covered beneficiary entitled to medical care as defined in 10 U.S.C. §1079 or §1086. ***NOTE:*** *For member patients see par. U7252.*

C. Transportation. A patient who is a covered beneficiary, referred by medical authorities, may be authorized/approved transportation to the appropriate STS facility. When practical, Government transportation is used for the patient. When Government transportation is not available or its use is not practical, patients shall be transported by one of the following modes:

1. Government procured commercial transportation,
2. personally procured commercial transportation, or
3. POC.

When the mode of transportation in item 2 is used, reimbursement for the actual cost of the transportation used is authorized. When the mode of transportation in item 3 is used, reimbursement for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel) is authorized. However, reimbursement for the travel performed by the mode in items 2 or 3 shall not exceed what it would have cost the Government if the transportation had been furnished by the Government. The limit does not apply when Government or Government procured transportation is not available. If a patient is transported by POC and the attendant is entitled to a transportation allowance, no additional transportation expense on behalf of the patient is authorized. When the mode of transportation in items 1 or 2 is used, reimbursement for actual expenses incurred for the cost of transportation between home and terminal and terminal and the STS facility and return is authorized.

★ D. Outpatient. Reimbursement is authorized for the actual expenses incurred for the patient's travel between transportation terminal, medical facility, and lodging when the patient is receiving outpatient care at a STS facility outside the patient's home area. Actual expenses incurred for transportation cost between STS facility and lodging may be reimbursed for the number of trips the patient is required to make between those two places on any day. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When it is determined that a POC is the mode, reimbursement for the actual expenses incurred, as in subpar. C, is authorized. The actual cost of the patient's lodging (including taxes, tips, and service charges) and meals (including taxes and tips) may be reimbursed up to the per diem rate for the area concerned.

E. Administrative Provisions. Orders authorizing/approving transportation of patients for medical care to an STS facility cites this subparagraph as authority. The orders shall be supported by a statement by a competent medical official (military or civilian, as available) that travel is to a Specialized Treatment Services Facility in accordance with 10 U.S.C. §1105 and patient is a designated beneficiary in accordance with 10 U.S.C. §1079 or §1086.

U7951 ATTENDANT'S TRAVEL

A. General. If a patient is unable to travel unattended, round trip transportation and travel expenses are authorized for one necessary attendant. The attendant may be a member, a civilian employee of the U.S. Government, or any other person considered suitable by the appropriate official authorizing the patient travel. An individual traveling as an attendant is entitled to travel and transportation allowances or reimbursement for expenses as prescribed in this subparagraph.

B. Member as Attendant. A member, ordered on TDY as an attendant, is entitled to the same allowances as for TDY, while acting as an attendant.

C. Civilian Employee as Attendant. A civilian employee of the U.S. Government assigned to TDY as an attendant is entitled to the allowances prescribed in regulations issued by the employee's agency or department for TDY.

D. Other Persons as Attendant. A person other than a member or civilian employee of the U.S. Government, who is designated to travel as an attendant, shall be issued invitational travel orders or be included in the same travel authorization (identified as an attendant) that is issued for the patient's travel. They are entitled to round trip transportation and travel allowances in the same manner as authorized for civilian employees.

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

U9200 GENERAL

TLA is authorized to partially reimburse a member for the more than normal expenses incurred during occupancy of temporary lodgings and expenses of meals obtained as a direct result of use of temporary lodgings OCONUS which do not have facilities for preparing and consuming meals:

1. upon initial arrival (reporting) at a PDS (includes reporting for TDY at a location within the limits of the new OCONUS PDS (B-208740, January, 31 1983) and pending assignment of Government quarters, or pending completion of arrangements for other permanent living accommodations when Government quarters are not available;
2. when the OCONUS commander designated by the Service concerned determines that for reasons beyond the member's control, it is necessary for a member once established in permanent quarters in the vicinity of the PDS to vacate such permanent quarters, permanently or temporarily, and use temporary lodgings in the vicinity of the PDS while seeking other permanent quarters or pending reoccupancy of the permanent quarters formerly occupied, as the case may be;
3. when a member without dependents vacates permanent housing because of a TDY assignment of 90 days or more (applies whether or not member serves any or all of the TDY period), the member is entitled to TLA while seeking permanent housing following TDY period (59 Comp. Gen. 486 (1980));
4. immediately preceding departure on a PCS from a PDS (includes reporting for TDY at a location within the limits of the old OCONUS PDS (B-208740, January 31, 1983) and after Government quarters are in fact vacated in connection with PCS orders or after surrender of other permanent living accommodations; or
5. during a period of hospitalization of the member while en route between PDSs and the dependents are required to use temporary lodging during the period of hospitalization.

The Services concerned may issue regulations considered necessary to implement and judiciously administer this allowance. In countries or areas where only one Service is represented, the senior commander issue instructions for the country or area. In countries or areas where more than one Service is represented, the senior commander or designee shall issue instructions for the guidance of all Services in the country or area. A single approving authority may be designated by the senior commander or designee for the additional periods of entitlement referred to in pars. U9202-F, U9204-C and D. A copy of the instructions and designations are provided to the Director, PDTATAC, Hoffman Building #1, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300. These instructions shall be coordinated with those Services represented in the country or area. Such instructions are consistent with the provisions of this paragraph and are designed to accomplish the uniform granting of TLA to members of all Services represented.

U9201 CONDITIONS UNDER WHICH PAYABLE

A. General. Subject to subpar. B, TLA computed under par. U9207 is payable during the period of entitlement prescribed in this paragraph when a member, the dependents, or both are required to and do occupy temporary lodgings at personal expense. Nonoccupancy of such accommodations during a portion of the maximum authorized period shall not preclude entitlement for other days during the maximum period. A maximum prescribed period of entitlement and an additional authorized period of entitlement are not required to be continuous. A member serving an all others tour under the conditions specified in par. U9109-B and U9155 is not entitled to TLA when an available Government mess is not used or available Government quarters are not occupied based on the presence of noncommand sponsored dependents in the vicinity of the member's PDS.

B. Responsibilities of Overseas Commander

1. Conditions for Payment of TLA. The overseas commander designated by the Service concerned determines if it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they first arrive at, or immediately before they leave, an overseas PDS. When the designated overseas commander determines occupancy of temporary lodging is necessary, the commander administers the requirements below as conditions necessary for payment of the TLA. If Government quarters are not available, the member's certification is required to support any travel order/voucher documentation submitted. When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).

- a. advise the member upon arrival of the responsibility to seek permanent quarters aggressively (not applicable when it is known member is assigned Government quarters), and to follow up and review (at least every 10 or 15 days as determined by the approving authority) the member's progress in obtaining such quarters;
- b. require the member, upon arrival, to register with the housing officer and to keep that officer periodically informed (at least every 10 or 15 days as determined by the approving authority) of progress in obtaining permanent quarters (member does not have to report progress in obtaining permanent quarters when it is known member is assigned Government quarters);
- c. inform the member of the member's responsibility to furnish a statement indicating commencement and/or termination of TLA;
- d. advise the member of any limit on the number of days of authorized TLA upon arrival or departure and of any requirement for written justification for extension of the allowance for the maximum number of days prescribed in pars. U9202 and U9204;
- e. require members referred to in par. U9200-A, item 2, to relocate to other permanent quarters or to reoccupy the quarters formerly occupied, as the case may be, as soon as practical;
- f. inform the member that entitlement to TLA depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and advise the member of the need to obtain receipts for lodging expenses to support payment of the allowance;
- g. furnish the member with a list of temporary lodgings recommended for temporary occupancy by members and/or their dependents, and encourage the member to use recommended accommodations;
- h. advise the member that lodging expenses are not allowed while staying with friends or relatives.

When the designated overseas commander determines the member has not substantially complied with the applicable requirements herein or has failed to submit acceptable reasons for noncompliance, the designated overseas commander may deny payment of or further entitlement to the allowance.

2. Factors to Consider in Determining Need For Additional Periods of TLA. In addition to the responsibilities outlined in subpar. 1, before authorizing/approving additional periods of TLA upon initial arrival (par. U9202-F), upon delayed departure (par. U9204-C), or upon early termination of permanent housing (par. U9204-D), the overseas commander designated by the Service concerned determines, after considering data furnished by the member, whether an undue financial hardship shall result if an additional period of TLA is not authorized/approved. Mere personal inconvenience to a member or dependents for any reason shall not be used as a factor in the determination. Individual applications for additional periods of TLA must establish the need for continuance. In making the determination, the overseas commander considers the:

- a. daily amount of TLA the member has received or shall receive;
- b. daily expenses which have been and the estimated daily expenses which are incurred for occupancy of temporary lodgings;

- c. daily amount of housing allowance (1) for members when one or more command sponsored dependents, on whose behalf the member is entitled to TLA, are in the vicinity of the member's overseas PDS and (2) for members who have no dependents (***NOTE: Do not deduct housing allowances when staying with friends or relatives***);
- d. daily amount of the member's basic allowance for subsistence (BAS) (except for an enlisted member on sea duty or field duty) in those cases when the member is entitled to TLA for the member or the member and dependents;
- e. daily amount of the FSH;
- f. daily amount of the housing allowance a member receives except a housing allowance paid for dependents at a place other than the member's PDS and except a housing allowance paid at the with dependent rate to a member receiving TLA for the member only.

Expenses recognized under item b includes all lodging costs. Rent expenses for leased quarters (prorated on a daily basis) which cannot be occupied for reasons deemed valid by the overseas commander may be included as lodging expenses. If, in examining the data, it is revealed a member has not incurred or shall not incur any excess costs and has not suffered or shall not suffer any undue financial hardship, the overseas commander shall disapprove the request for any additional period of TLA.

3. Economical Administration of TLA. Efforts are to be made continuously to reduce TLA costs by effective guidance and management attention at all levels. All feasible methods are used to preclude the necessity for payment of the allowance, to shorten the period of entitlement, and to reduce the amount payable when possible. The duties of the housing referral office are to be emphasized in helping the member locate permanent quarters. Suggested methods to accomplish this may include, but should not be limited to, any or all of the following:

- a. ensuring that existing Government transient facilities are used to the fullest possible extent by members and/or dependents upon arrival at and departure from the PDS by limiting the use of transient billets by nonduty personnel (members on leave and their dependents) and making such billets more available to members in a TLA status and/or their dependent;
- b. leasing quarters furnished and equipped for housekeeping or temporary occupancy by families upon arrival and departure when leasing is practical;
- c. maintaining close touch with the local rental market at all times and promptly furnishing incoming families with reliable, realistic, and current information concerning the location, availability, description, and cost of local economy housing;
- d. maintaining lists of temporary accommodations containing facilities for preparing and consuming meals, and promoting their fullest practical use by members and/or dependents in a TLA status;
- e. maintaining a stock of Government owned furniture, where feasible, for temporary loan to arriving and departing families to enable them to occupy permanent quarters before the HHG arrive and after the HHG have been picked up for shipment before the member and/or dependents depart;
- f. ensuring permanent quarters are occupied as soon as possible upon arrival and are not vacated sooner than necessary upon departure, and terminating entitlement to TLA on the day before the date quarters could reasonably have been occupied, as determined by the overseas commander or designated representative, when quarters are not so occupied;
- g. authorizing concurrent travel of dependents with regard to seasonal availability of economy housing and availability of units of a capacity required by the size of the specific family group involved;

- h. requiring authorizations for dependent travel contain advice to the member to include the following (as a minimum) in unaccompanied baggage: blankets, linens, kitchen utensils, dishes, and tableware;
- i. prescribing interim housing allowance (HA) in lieu of TLA to the fullest extent practical;
- j. requiring TLA be terminated on the day before the day the member refuses to occupy or economy housing which the designated overseas commander or the commander's representative determines to be suitable for occupancy by the family group involved;
- k. maintaining an up-to-date list of approved temporary lodgings, and providing for inspection of such accommodations at appropriate intervals.

U9202 ALLOWANCE UPON INITIAL ASSIGNMENT

A. General. The period of entitlement upon assignment to an OCONUS PDS requiring a change of residence shall not normally exceed 60 days. A period in addition to that 60 days may be authorized/approved for the specific reasons in subpar. F. The 60-day entitlement period begins on the same date as authorized for OHA and COLA under pars. U9101-A and U9151-A and the days need not be consecutive (such as periods of TDY, hospitalization, or leave taken away from the PDS, unless TLA is authorized). At the end of the first 10 or 15-day period (as determined by the approving authority) specified in par. U9201-B1, item a, or the longer period authorized under extenuating circumstances as set forth herein, the designated overseas commander shall review the member's case and ascertain the progress being made toward obtaining permanent housing. The member's diligence in seeking permanent housing is assessed at this time. If the member's efforts appear deficient, the member is reminded of responsibilities in the matter. Unexcused failure to comply with the diligent search requirement shall cause forfeiture of entitlement to TLA beginning the day it was determined the member to diligently seek permanent quarters (not applicable when it is known the member is assigned Government quarters). Absence of the member on TDY, or maneuvers, aboard ship, sick or in the hospital, or serious illness of dependents, or other reasons acceptable to the designated overseas commander, shall excuse the member's failure to aggressively seek permanent housing during such period of absence, illness, etc., and shall similarly postpone the date for submitting information required by par. U9201-B1. This applies equally in evaluating the member's progress toward obtaining permanent housing and in determining entitlement to TLA during each succeeding period. Unless the allowance is terminated sooner for reasons specified in par. U9201-B3 or herein, the entitlement ceases on the day before the day on which permanent quarters are occupied and with the exception of the extra lodging charges allowable under par. U9207-A2, C and D, no expenses incurred on the day of occupancy of permanent quarters are allowable in computing TLA. The TLA accrual provisions (par. U9207-E) are applied in computing TLA upon arrival.

B. Entitlement When Member and Dependents Entitled to Monetary Allowance in Lieu of Transportation Plus Flat Per Diem. When a member and/or dependents are entitled to a MALT plus flat per diem on the day of reporting to a new PDS, no entitlement to TLA for the member or dependent(s), as applicable, exists for that day.

C. Entitlement When Entitled to Per Diem under Chapter 4, Part B

1. Day of First Reporting to PDS. When a member and/or dependents occupy temporary lodgings on the day of first reporting to the new PDS, the member is entitled to TLA for self and/or dependents. Lodging costs incurred after termination of travel status on the day of first reporting is included as TLA expenses.

2. Period While Awaiting Arrival of Ship. When a member is in a per diem status while at the homeport awaiting arrival of the ship to which assigned, TLA on member's behalf is not payable during such waiting period beginning the day of arrival at the homeport and extending through the day before the day of actual reporting aboard the ship. Except on the day of reporting to the ship (subpar. 1), lodging costs for quarters jointly occupied by member and dependents is apportioned 50% for the member and 50% for dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents while at the homeport. However, on the day of actual reporting aboard the ship, lodging allowance costs for quarters jointly occupied by the member and dependents is not apportioned; the entire lodging costs (100%) is included as a TLA expense. The

number of dependents occupying temporary lodgings in the PDS area, or the homeport when the new PDS is a ship, determines the rate payable for the days a member is entitled to per diem and TLA for dependents only.

3. Period of TDY or Deployment While Away From New PDS. A member receiving TLA who is ordered on TDY after arrival at a new PDS, or who is ordered on deployment from the homeport of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when, because of the member's military assignment, those temporary quarters must be retained at the new PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's claim must be annotated with or have attached, certification that retaining those quarters was because of military necessity and not because of the member's personal choice or convenience.

D. Entitlement When Member Arrives Before Dependents. When a member arrives at an overseas PDS before the dependents, the member may be authorized TLA if the conditions in par. U9201-A are met. Upon the dependents' arrival, TLA also may be authorized/approved for the member and/or dependents for the period the member/dependents are required to use temporary lodgings. If the dependents arrive after the initial 60-day period in subpar. A expires, an additional period of entitlement may be authorized under subpar. F whether or not TLA was paid during the initial 60-day period.

E. Entitlement During Period of Hospitalization. A member receiving TLA, who is hospitalized after arrival at a new PDS may continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost as a TLA expense, when, because of the member's hospitalization, those quarters must be retained at the new PDS. The member's claim must have annotated thereon or attached thereto, certification that the quarters were retained because of the member's hospitalization and not because of member's personal choice or convenience.

F. Additional Entitlement. The approving authority (par. U9200) may authorize/approve a period of entitlement in addition to the initial 60-day maximum which may follow immediately after the initial period or begin at some later date after expiration of the initial 60-day entitlement. The additional period of entitlement may be authorized/approved when, upon investigation of the facts/circumstances, any of the following reasons are found to exist and are considered beyond the member's/dependents' control:

1. nonarrival of HHG;
2. delay in availability of or assignment to Government quarters due to the exigencies of the Service;
3. acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances which make normally available or anticipated housing temporarily or permanently uninhabitable or unavailable;
4. withdrawal of housing from the market by a landlord;
5. member is unable to secure housing considered by the housing officer to be suitable to the member's needs, in an acceptable location, and comparable to and within the price range of housing currently being used by other members in the area;
6. member or dependent(s) is/are hospitalized or the nature of the member's assigned duties requires the member to be away from the PDS (homeport, if attached to a vessel) resulting in curtailment of opportunities to arrange for permanent living accommodations.

The period of additional entitlement is authorized/approved in increments of 10 days or less.

U9203 ALLOWANCE UNDER SPECIAL CONDITIONS

A. Member Must Vacate Established Permanent Quarters in PDS Vicinity. The period of entitlement for situations covered in par. U9200, item 2, shall be for the entire period the member is required to use temporary lodgings if authorized/approved by the overseas commander. TLA begins the day temporary accommodations are first used and ends on the day before the day permanent quarters are reoccupied or on which the commander determines the allowance is no longer justified. TLA computation shall not include any expenses incurred before the TLA period begins or after it ends, except for extra lodging charges authorized in par. U9207-A2, C or D. When, in the overseas commander's

opinion, the continuance of TLA is no longer supportable due to absence of excess cost or member's failure to accept Government quarters or diligently pursue the search for permanent private quarters, the overseas commander shall terminate the allowance.

B. Period of Deployment While Away from PDS. A member receiving TLA who is ordered on deployment from the homeport of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf and may include member's share of temporary lodging cost when, because of the member's military assignment, those temporary quarters must be retained at the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's claim must be annotated with or have attached, certification that retaining those quarters was because of military necessity and not because of the member's personal choice or convenience.

C. Entitlement When Tour Converted. A member whose tour is converted to an accompanied tour may be eligible for TLA for the member and on behalf of command-sponsored dependents who were dependents on the effective date of the PCS order to the PDS outside the United States, if par. U9201-B conditions are met. The member must make every effort to find suitable housing for dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond control, is unable to find suitable housing for the dependents before they arrive.

D. Member Acquires Dependent(s). A member serving an OCONUS tour who has no dependents but acquires dependents during that tour is not eligible for TLA for those dependents upon arrival at the PDS because the member was without dependents on the effective date of the PCS order (B-186628, September 17, 1976). A member who acquires dependents while serving at an OCONUS PDS is entitled to TLA upon departure on PCS for those dependents if the dependents are command sponsored at the PDS from which departing and for the member when eligible.

U9204 ALLOWANCE UPON DEPARTURE

A. General. The period of entitlement upon departure shall not exceed the last 10 days before the day the member departs the PDS in compliance with PCS orders, except when:

1. one or more of the dependents remain after member departs, the period of entitlement shall not exceed the last 10 days preceding the day the last dependent departs, provided the departure is not later than 60 days after the effective date of the PCS orders;
2. one or more dependents remain in the old PDS' vicinity in accordance with par. U9301-B1, the period of entitlement shall not exceed the last 10 days preceding the day the last dependent departs, without regard to the effective date of PCS orders;
3. one or more dependents remain in the old PDS' vicinity in accordance with par. U9301-B1 after member is subsequently assigned to other than a dependent restricted or unaccompanied tour, the period of entitlement shall not exceed the last 10 days before the day the last dependent departs, provided the departure is not later than 60 days after the effective date of the PCS orders to the new PDS;
4. a longer entitlement period is authorized due to delayed departure (subpar. C) or early termination of permanent housing (subpar. D); or
5. the member or dependent(s) is hospitalized or the nature of the member's assigned duties requires the member to be away from the PDS (homeport, if attached to vessel).

The effective date of PCS orders is determined as defined in Appendix A. The TLA accrual provisions (par. U9207-E) applies in computing TLA upon departure. Expenses incurred on day of departure are not considered in determining entitlement except that entitlement for the preceding day may be increased under par. U9207-A2, C or D as a result of lodgings costs imposed for the day of vacating temporary lodging. When the presence of a member at the port of embarkation requires the member to be detached from the PDS on a day that the paying office is open but at such a time which shall not permit the member to receive payment for TLA without failing to meet the scheduled time of processing for departure or when the member is to depart on a day the paying office is closed, the member may be paid TLA for up to 3 days immediately before departure based on the computation period immediately preceding the days to be covered.

However, payment may not be made if member was not in a TLA status immediately before the period for which the advance payment of TLA was required.

B. Dependents Depart Before Member. When dependents depart an overseas PDS before the member, TLA is authorized for the member and dependents when they meet the conditions in par. U9201-A. The period of entitlement incident to the dependents' departure shall not exceed the last 10 days before the last dependent departs, and shall not begin earlier than the issue date of the PCS orders, or official alert notice, as applicable. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as prescribed in subpar. A.

C. Delayed Departure. When the period of entitlement authorized by subpar. A begins and actual departure is delayed through no fault of the member or dependents, additional entitlement may be authorized/approved by the approving authority (see par. U9200), in increments of 10 days or less, for the entire period that temporary lodgings must be used.

D. Early Termination of Permanent Housing. When, for reasons beyond the control of the member and/or dependents, permanent housing is required to be relinquished more than 10 days before the estimated date of departure, the approving authority (see par. U9200) may authorize/approve TLA beginning the day such housing is relinquished for reasons such as the following:

1. the transportation officer considers it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times such as those published in Uncrated Household Goods Traffic Regulation (DLAR 4500.1/NAVSUP P-455/AR 55-356/AFR 75-17C/MCO P4050.34), compliance with requirements of local packing/crating/shipping agencies, meeting shipping schedules, and other such requirements related to HHG shipments;
2. expiration or termination of lease or rental agreement occurs after a member is in receipt of PCS orders or alert notice;
3. housing is withdrawn from the market by landlord;
4. acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances make continued occupancy of permanent-type housing inadvisable;
5. the member is required by lease, custom, or law to vacate housing in advance of expiration of lease to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;
6. the lease, custom, or law requires that housing be surrendered at fixed dates more than 10 days before scheduled departure;
7. housing authorities require the member to vacate permanent residential housing for the convenience of the Government to permit its readying for and/or assignment to another member;
8. the major overseas commander determines that permanent housing must be relinquished under circumstances or for reasons other than those stated in items 1 through 7.

The principles in par. U9201-B2 must be applied in determining the need for the allowance under this subparagraph. The allowance is authorized/approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the major overseas commander.

E. Member Detaches from a Ship Away from Homeport. When a member detaches on PCS orders from a ship homeported outside CONUS while the ship is away from its homeport and returns from the ship to the homeport, such member is entitled to TLA in the member's own behalf unless entitled to per diem. If the member is entitled to per diem at the homeport, no entitlement to TLA exists for the member and only the dependents occupying temporary lodgings at the homeport are considered in determining the rate payable under par. U9207-A.

F. Period of TDY or Deployment While Away from Old PDS. A member receiving TLA preceding departure on PCS, who is ordered on TDY away from the PDS, or who is ordered on deployment from the homeport of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf and may include the member's share of the temporary

lodging cost as a TLA expense when, because of the member's military assignment, those temporary quarters must be retained at the old PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's claim must be annotated with, or have attached, certification that the quarters were retained because of military necessity and not because of the member's personal choice or convenience.

G. Entitlement Before Orders Issued. A member is entitled to TLA before PCS orders are issued, provided the voucher is supported by a statement from the PCS order-issuing official, or the designated representative, that the member was advised before the PCS orders were issued that such orders would be issued. The length of time before the PCS orders are issued during which a member may be advised that the orders shall be issued may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the orders are actually issued. General information that may be furnished the member concerning the issuance of orders before the determination is made to actually issue the orders, such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from overseas duty, etc., may not be considered as advice that the orders are to be issued (52 Comp. Gen. 769 (1973)).

H. Entitlement During Period of Hospitalization. A member who is receiving TLA preceding departure on PCS and who is hospitalized, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary quarters must be retained at the old PDS. The member's claim must be annotated with, or have attached, certification that the quarters were retained because of the hospitalization and not because of the member's personal choice or convenience.

U9205 EFFECT OF LEAVE OR PERMISSIVE TDY ON ENTITLEMENT TO TLA

TLA is not payable for any day a member is on leave away from the vicinity of the PDS or while on permissive TDY, except when one or more dependents remain in the vicinity of the PDS. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of the period of entitlement pending return is not authorized.

U9206 OLD AND NEW PDSs IN CLOSE PROXIMITY OR IN SAME COUNTRY

A. General. Except as provided in subpar. B, the fact that a member's old and new PDSs are in close proximity to each other or in the same country does not change the TLA entitlement.

B. New PDS Within Commuting Distance. When a member's new PDS is within commuting distance of the quarters occupied while at the old PDS, the member is not entitled to TLA unless the member's commanding officer approves the occupancy of temporary lodgings based on a change of residence being necessary for reasons beyond the control of the member.

U9207 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

A. General

1. Determining Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member shall not be counted for any day during which the member is not entitled to TLA in the member's own behalf (par. U9202-B and C).

2. Payment of Extra Room Charge. Except as provided in subpars. C and D, when the member and/or dependents check into or out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the calendar day of checking-out, the rates of 65 percent, 100 percent, and 25 percent shown in subpar. E is 97.5 percent, 150 percent, and 37 1/2 percent, respectively, for the calendar day of checking-in or the calendar day preceding the day of checking-out.

B. Temporary Lodging Not Available at PDS. When Government or commercial temporary lodgings are not available at the PDS and the member must obtain Government or commercial quarters at a nearby place, the maximum daily amount of TLA is determined by multiplying the per diem allowance in Appendix B for the place at which such accommodations are secured by the percentage in subpar. E. Payments made under this subparagraph are supported by

a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodging Furnished by Government Contractors. When temporary lodgings are furnished by a Government contractor, TLA is computed as prescribed in subpar. E. When the member and/or dependents check into or out of Government contractor accommodations at a time of day which results in the payment of a quarters charge for the calendar day before checking-in or the calendar day of checking-out, the daily amount of TLA determined under this subparagraph for the calendar day of checking-in or the calendar day preceding the day of checking-out is increased by the extra amount of quarters charge paid. Statements required by the Services in support of TLA payment under this subparagraph indicates occupancy of Government contractor quarters.

D. Temporary Lodging Occupied in Facilities Under Government Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodging facilities, or transient facilities such as visiting officer's quarters, under the jurisdiction of the Government (whether operated with appropriated or nonappropriated funds), TLA is computed as prescribed in subpar. E. When the member and/or dependents check into or out of the type of quarters addressed in this subparagraph at a time of day which results in the payment of a rental or service charge for the calendar day before checking-in or for the calendar day of checking-out, the daily amount of TLA determined under this subparagraph for the calendar day of checking in or the calendar day preceding the day of checking-out is increased by the amount of the extra rental or service charge paid.

E. Computation of TLA. Except when more than one TLA rate as prescribed in subpar. A or B, applies within the computation period, and except as prescribed in subpars. F, G, and H, TLA computations are made in increments of 10 days (15 days when determined to be appropriate by the TLA approving authority) or less when entitlement to TLA ceases to exist before the end of a 10-day (or 15-day) period. Computations are accomplished as follows:

Step 1: Determine the Percentage to be Used Based on Number of Individuals. In computing TLA, establish a percentage based on the number of individuals in accordance with the table shown below:

Number of Persons in Family Occupying <u>Temporary Lodging</u>	Percentage <u>Applicable</u>
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent under 12, add	25%
For each additional dependent 12 and over, add	35%

NOTE: A member authorized a temporary lodging cost at the new PDS under par. U9202-C3 as a TLA expense during a period of TDY or deployment will be included in the number of persons occupying the temporary lodgings.

Step 2: Determine the M&IE Equivalency. Multiply the percentage in Step 1 by the applicable locality M&IE rate prescribed in Appendix B for the member's PDS, except when temporary lodging is not available at the PDS (subpar. B) and except as prescribed in subpars. F & G.

- ★ Step 3: Determine Gross Daily Equivalency. Add the result in Step 2 (less the member's share of the meal allowance when member authorized lodging cost under par. U9202-C3) to the actual NTE allowable daily lodging cost (including any lodging cost authorized under par. U9202-C3.) Receipts, invoices or statements from the provider of the lodging are required to verify lodging expenses. Invoices or statements must reflect the cost incurred for lodging already occupied and not lodging expenses expected to be incurred in the future. If the member is in a TDY per diem status, reduce that amount by any portion of lodging expenses used to determine the per diem rate for the member. ***(NOTE: When staying with friends or relatives, lodging cost is not allowed.*** The member's share of the meal allowance is determined by dividing the resulting amount in Step 2 by the number of persons in the family occupying the temporary lodgings, including the member.)

Step 4: Determine Net Daily Equivalency. From the result in step 3,

a. Deduct:

- (1) the total daily allowances (par. U9201-B2, items c, d, e (and f in Alaska and Hawaii only)), and
- (2) COLA, if paid and deductible per par. U9152-C.

b. Do not deduct:

- (1) housing allowances when staying with friends or relatives,
- (2) with dependent housing allowances, or OHA if claim is for member only, or
- (3) BAS when not paid, only dependents are entitled to TLA, or member authorized lodging cost as a TLA expense under par. U9202-C3).
- (4) OHA and housing allowances when member authorized OHA and TLA under par. U9202-F.

Step 5: Determine Maximum TLA Allowance. Multiply the percentage obtained in Step 1 times the locality per diem rate in Appendix B.

Step 6: Determine Applicable Daily Rate. Compare the amounts found in Steps 4 (less the member's meal allowance as determined in Step 3, when member authorized lodging cost as a TLA expense under par. U9202-C3) and Step 5. Pay the lesser of these two amounts for each day. For examples of TLA computation, see subpar. I.

F. TLA While Quarters Being Renovated. When a member and/or dependents occupy Government quarters while the kitchen is being renovated and meals cannot be prepared therein, the member is entitled to TLA to cover the cost of restaurant meals purchased as a result of that renovation. The TLA is determined by multiplying the percentage in subpar. E, Step 1, times the total of the meals amount in the M&IE rate for the locality concerned, reduced by the daily amount of the member's BAS except when the member is absent on other duty, such as TDY or field duty/sea duty. When the member is absent on such duty, deduction of BAS shall not be made.

G. TLA When Permanent Quarters Lack a Stove and/or Refrigerator. When a member and/or dependents initially occupy permanent quarters which lack a stove and/or refrigerator and meals cannot be prepared therein, the member is entitled to TLA to cover the cost of restaurant meals purchased as a result of this situation. TLA under this subparagraph is determined by multiplying the percentage in subpar. E, Step 1, times the total of the meals amount in the M&IE rate for the locality concerned, reduced by the daily amount of the member's BAS except when the member is absent on other duty, such as TDY or field duty/sea duty. When the member is absent on such duty, deduction of BAS shall not be made.

H. Temporary Quarters Contain Facilities for Preparing and Consuming Meals. When temporary lodgings have facilities and space for preparing and eating meals, as determined by the designated overseas commander concerned or the designated representative, the daily rate of TLA is computed under subpar. E with the following modifications:

1. substitute one-half of the M&IE amount in Appendix B for the locality M&IE rate in Step 2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend or relative, or to the first and last days of TLA;
2. determine maximum TLA allowance for use in Step 5 by multiplying the percentage determined in Step 1 by the total of the lodging amount and one-half the M&IE in Appendix B.

Daily amounts received as BAS are included as allowances received under subpar. E, Step 4, since one-half the M&IE amount is considered an equitable amount for the purchase of groceries. The presence of a cookstove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, cooking and eating utensils is prima facie evidence of adequate cooking and eating facilities as contemplated by this subparagraph. When the member shows to the local housing officer's satisfaction that such facilities are inadequate or for other reasons may not be used for all or part of the period

period involved, the member is entitled to TLA as prescribed in subpar. E. Member's explanation for nonuse endorsed by the local housing officer shall support payment of the allowance under such circumstances. To facilitate administration of the entitlement, the housing officer shall maintain a current list of such available accommodations and shall make the list available to incoming personnel.

I. Examples of TLA Computation. The following examples of TLA computations are provided to ensure uniformity among all Services and to furnish specific guidance in computing TLA payments. Locality per diem, BAS and housing allowance rates used in these examples may not be the rates currently in effect and are for illustration purposes only.

EXAMPLE 1

This example shows TLA computations for an O-6 with one dependent, a spouse. The member is assigned to NAS Sigonella (Sicily), Italy. The per diem rate at Sigonella is \$150 (\$76 Max Lodging-\$74 M&IE). The member is entitled to a monthly BAS of \$129 (\$4.30 per day) and a monthly housing allowance of \$733.20 (\$24.44 per day). The member and spouse arrive at Sigonella (the new PDS) on 1 April by POC and move into temporary lodgings the same day.

(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only)

- 4/2 Member is advised upon reporting in to aggressively seek permanent quarters, to keep an accurate record of expenses for lodging in temporary lodgings, and to register with and keep the housing officer informed at least every 10 days of progress in obtaining permanent quarters.
- 4/11 Member submits a report of lodging expenses of \$1140 (\$114 per day) for the period 4/1 through 4/10 and the case is reviewed to ascertain the progress in obtaining permanent housing. It is determined the member has complied with JFTR and command TLA requirements and the entitlement period is extended for a 10-day period.
- 4/21 Member submits report of lodging expenses of \$1140 (\$114 per day) for 4/11 through 4/20. Member was in TDY status on 4/15 through 1600 on 4/18. Lodging costs at PDS for 4/15, 4/16 and 4/17 were authorized for member as a TLA expense under par. U9202-C3. Member moves into permanent quarters on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations.

<u>Computation of TLA for 2-10 April</u>	
1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	$100\% \times \$74 = \74
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost	$\$74 + \$114 = \$188$
4. Deduct daily allowances from Step 3:	$\$188 - \$28.74 = \$159.26$
Housing Allowance =	\$24.44
BAS =	\$ 4.30
Total =	\$28.74
5. Determine maximum TLA rate - Multiply percentage in Step 1 times per diem rate	$100\% \times \$150 = \150
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$150 each day.	$\$159.26 \text{ vs } \$150; \$150 \times 9 = \1350

Computation of TLA for 11-14 April

1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	100% x \$74 = \$74
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost	\$74 + \$114 = \$188
4. Deduct daily allowances from Step 3:	\$188 - \$ 28.74 = \$159.26
Housing Allowance =	\$24.44
BAS =	\$ 4.30
Total =	\$28.74
5. Determine maximum TLA rate- Multiply percentage in Step 1 times per diem rate	100% x \$150 = \$ 150
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$150 each day.	\$159.26 vs \$150; \$150 x 4 = \$600

Computation of TLA for 15-17 April

1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	100% x \$74 = \$74
★ 3. Add result in Step 2, less member's share of meal allowance, to actual NTE allowable daily lodging cost. <i>NOTE: Member's share of meal allowance is amount in Step 2, divided by number of occupants including the member.</i>	\$74 divided by 2 = \$37 \$74 - \$37 = \$37 \$37 + \$114 = \$151
4. Deduct daily allowances from Step 3: <i>NOTE: No BAS deduction since member allowed lodging cost only under par. U9202-C3.</i>	\$151 - \$24.44 = \$126.56
Housing Allowance =	\$24.44
BAS =	\$ 0.00
Total =	\$24.44
5. Determine maximum TLA rate- Multiply percentage in Step 1 times per diem rate	100% x \$150 = \$150
6. Compare amounts in Steps 4 & 5 (less member's share of meal allowance). Pay the lesser amount for each day. Pay \$113 for each day.	\$126.56 vs \$113 (\$150 - \$37) \$113 x 3 = \$339

<u>Computation of TLA for 18-20 April</u>	
1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	100% x \$74 = \$74
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost	\$74 + \$114 = \$188
4. Deduct daily allowances from Step 3:	\$188 - \$ 28.74 = \$159.26
Housing Allowance =	\$24.44
BAS =	\$ 4.30
Total =	\$28.74
5. Determine maximum TLA rate - Multiply percentage in Step 1 times per diem rate	100% x \$150 = \$150
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$150 for each day.	\$159.26 vs \$150 \$150 x 3 = \$450

EXAMPLE 2

This example shows TLA computations for an O-1 with one dependent, a spouse. The member is assigned to a ship homeported at Gaeta, Italy. The per diem rate at that locality is \$132 (\$66 Max Lodging-\$66 M&IE). The member is entitled to a monthly BAS of \$129 (\$4.30 per day) and a housing allowance of \$393.30 per month (\$13.11 per day). While the ship is away from its homeport on 1 October, the member and spouse arrive at Gaeta and occupy a transient facility under the jurisdiction of the Government. Their temporary accommodations do not contain facilities for preparing and eating meals. On 6 October the ship returns to Gaeta and the member reports aboard for duty at 1900 that day. The ship remains in port until 7 November. The member moves into permanent quarters on 11 October.

(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only)

- 10/2 Member is advised upon reporting in to aggressively seek permanent quarters, to keep an accurate record of expenses for lodging in temporary lodgings, and to register with and keep the housing officer informed at least every 10 days of progress in obtaining permanent quarters.
- 10/6 Member submits a report of lodging expenses of \$490 (\$98 per day) for the member and spouse from 10/1 through 10/5. It is determined the member has complied with JFTR and command TLA requirements and the entitlement period is extended for a 10-day period.

Computation of TLA for 1-5 October

Since member is waiting for a ship and is in a per diem status, no TLA is payable to the member for that day (par. U9202-C2). However, TLA is payable for the spouse.

1. Determine TLA percentage based on one individual	65% for one individual
2. Multiply percentage in Step 1 times M&IE rate	$65\% \times \$66 = \42.90
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost. Divide lodging cost by 2, because member is in a per diem status (par. U9202-C2). \$98 divided by 2 = \$49	$\$42.90 + \$49 = \$91.90$
4. Deduct daily allowances from Step 3: (BAS not deducted since only dependent entitled to TLA)	$\$91.90 - \$13.11 = \$78.79$
Housing Allowance =	\$13.11
BAS =	<u>\$ 0.00</u>
Total =	\$13.11
5. Determine maximum TLA rate - Multiply percentage in Step 1 times per diem rate	$65\% \times \$132 = \85.80
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$78.79 for each day.	$\$78.79 \text{ vs } \$85.80; \$78.79 \times 5 = \393.95

10/11 Member submits a report of lodging expenses of \$490 (\$98 per day) for self and spouse from 10/6 through 10/10. It is determined the member has complied with JFTR and command TLA requirements and the entitlement period is terminated on 10/10 because member moves into permanent quarters on 10/11.

Computation of TLA for 6-10 October

1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	$100\% \times \$66 = \66
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost	$\$66 + \$98 = \$164$
4. Deduct daily allowances from Step 3:	$\$164 - \$17.41 = \$146.59$
Housing Allowance =	\$13.11
BAS =	<u>\$ 4.30</u>
Total =	\$17.41
5. Determine maximum TLA rate - Multiply percentage in Step 1 times per diem rate	$100\% \times \$132 = \132
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$132 for each day.	$\$132 \text{ vs } \$146.59; \$132 \times 5 = \660

EXAMPLE 3

Member and 3 dependents occupy temporary lodging which contain facilities for preparing and consuming meals. Appendix B per diem rate = \$150 (\$76 Max lodging-\$74 M&IE). Lodging expense is \$138 per night.

(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only)

1. Determine percentage based on 4 individuals	150% for 4 individuals
2. Multiply percentage in Step 1 times one-half of the M&IE rate. (Half of M&IE rate = \$37)	$150\% \times \$37 = \55.50
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost	$\$55.50 + \$138 = \$193.50$
4. Deduct daily allowances from Step 3:	$\$193.50 - \$17.41 = \$176.09$
Housing Allowance =	\$13.11
BAS =	\$ 4.30
Total =	\$17.41
5. Determine maximum TLA rate - Multiply percentage in Step 1 times the total of the maximum lodging amount plus one-half of the M&IE amount (\$76 plus \$37)	$150\% \times \$113 (\$76 + \$37) = \169.50
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$169.50 for each day.	\$176.09 vs \$169.50; Pay \$169.50 for each day

EXAMPLE 4

(Shows COLA deduction)

Member and 3 dependents occupy temporary lodging which do not contain facilities for preparing and consuming meals. Appendix B per diem rate = \$150 (\$76 Max Lodging, \$74 M&IE). Lodging expense is \$138 per night.

(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only)

1. Determine percentage based on 4 individuals	150% for 4 individuals
2. Multiply percentage in Step 1 times the M&IE rate.	$150\% \times \$74 = \111.00
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost	$\$111 + \$138 = \$249.00$
Since the member is paid COLA under Service regulations (see par. U1010-B12) while entitled to TLA, steps 4, 5 and 6 are computed as follows (see par. U9207-E, step 4, item a(2)):	
4. Deduct daily allowances from Step 3:	$\$249.00 - \$30.28 = \$218.72$
Housing Allowance =	\$13.11
BAS =	\$ 4.30
COLA =	\$12.87
Total =	\$30.28

5. Determine maximum TLA rate - Multiply percentage in Step 1 times the Locality per diem rate.	$150\% \times \$150 = \225.00
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$218.72 each day.	\$218.72 vs \$225.00; Pay \$218.72 for each day

U9208 ADVANCE PAYMENT

No advance of funds is authorized in connection with the allowance prescribed in this Part.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place. (***NOTE: A common carrier, or a conveyance owned by the Government, is never a POC.***) A conveyance loaned for a charge to, or rented at personal expense by, a member for transportation on PCS or TDY, when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JFTR, par. U3415 is a POC.

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:

- a. is self-propelled;
- b. is licensed to travel on the public highways;
- c. is designed to carry passengers or HHG; and
- d. has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same orders.

2. As used in Chapter 6, a POV is a motor vehicle that is owned by the member (or a dependent of the member) and is for the personal use of the member or the member's dependents.

***NOTE 1:** In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the responsibility of the member.*

***NOTE 2:** A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of travel orders.

★ **PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E).** Articles of HHG in a member's possession needed for the performance of official duties at the next or a later destination. Examples include:

1. reference material;
2. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. communication equipment used by members in association with the MARS (see DODD 4650.2);
5. individually owned or specially issued field clothing and equipment;
6. an official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and

7. personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of *small* computer speakers).

NOTE: *Excluded from PBP&E are sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.*

PROPORTIONAL MEAL RATE. The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see [http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)), rounded to the nearest dollar.

REDUCED PER DIEM. Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

REPEAT TRAVEL ORDERS. *See BLANKET TRAVEL ORDERS.*

RESERVE COMPONENT:

1. The Army National Guard of the United States,
2. the Army Reserve,
3. the Naval Reserve,
4. the Marine Corps Reserve,
5. the Air National Guard of the United States,
6. the Air Force Reserve,
7. the Coast Guard Reserve, and
8. the Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the Secretary concerned or the Secretary's designated representative.

SECRETARY CONCERNED. As defined in 37 U.S.C. §101(5):

1. the Secretary of the Army, with respect to matters concerning the Army;
2. the Secretary of the Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a service in the Navy;
3. the Secretary of the Air Force, with respect to matters concerning the Air Force;
4. the Secretary of Transportation, with respect to matters concerning the Coast Guard when it is not operating as a service in the Navy;
5. the Secretary of Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and

TRANSPORTATION, POV. Transportation by vessel, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 U.S.C. §554 and is in accordance with Service regulations.*

NOTE 2: *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.*

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. (**NOTE:** *GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.*)

★ **TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL ADVANCE. Prepayment of estimated travel expense.

TRAVEL AUTHORIZATION (ORDERS). *See Travel Orders.*

TRAVEL CLAIM (VOUCHER). A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed, or employed (under 5 U.S.C. §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It's also used for individuals serving without pay or at \$1 a year when they're acting in a capacity directly related to, or in connection with, official Government activities. Travel allowances authorized for such persons are the same as those ordinarily authorized for civilian employees in connection with TDY (see JTR).

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely in connection with business of the DoD or the Government.

NOTE 1: *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

NOTE 2: *Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

TRAVEL ORDERS. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. **Unlimited Open.** An authorization allowing a member to travel on official business without further authorization for a specified period of time. (**NOTE:** *Unlimited Open travel orders are not used in DTS.*)

2. **Limited Open.** An authorization allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. (**NOTE:** *Limited Open travel orders are not used in DTS*)

3. **Repeat.** An authorization allowing a member to travel on official business without further authorization to a specific destination for a specified period of time. (**NOTE:** *Repeat travel orders are not used in DTS.*)

4. **Trip-by-trip.** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

TRAVEL STATUS. The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. (**NOTE:** *See par. U2200 for more detail.*)

UNACCOMPANIED BAGGAGE. See **BAGGAGE, UNACCOMPANIED.**

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 U.S.C. §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

1. under the local command of a uniformed service,
2. with permanent or semi-permanent-type troop shelters and a Government mess, and
3. where there are U.S. Government operations.

NOTE: *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 U.S.C. §205.

8. CTO service and processing fees;
9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this **does not include travel expenses** incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. T4060-B5);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - ★ j. dual lodging costs; (*NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained overnight.*); and
 - ★ k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (*NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.*);
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fare to and from the terminal (see JFTR, par. U3320; and JTR, par. C4652-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES**: tips for handling **Government property at terminals and hotels**;
16. **UNIFORMED MEMBERS ONLY**: customary tips for handling **any baggage** at transportation terminals; and
17. **CIVILIAN EMPLOYEES ONLY**: costs for personal laundry, dry cleaning and pressing of clothing while TDY (*not after returning to/arriving at PDS*); only when CONUS TDY/PCS lodging is at least 4 consecutive nights; and

NOTE: FOR MEMBERS, the cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense, and is not an incidental expense within CONUS per diem rates. These costs are

included as an incidental expense within OCONUS per diem rates.)

18. similar travel related expenses (i.e., Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.)

F. Reimbursement for Travel Expenses At the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, **Assigned Unit** is a reserve member's designated post of duty and **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There's no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-A4a for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservists on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits.
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized.
7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
4. to active duty for other than training for 20 or more weeks because of unusual or emergency circumstances or exigencies of the Service, per diem entitlement is determined under business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation entitlement under par. T4030.

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL***ACTIVE DUTY WITH PAY¹**

SITUATION²	TRANSPORTATION^{3 4}	PER DIEM
Annual training duty ⁵	T4030 applies	not authorized if Gov't qtrs ⁶ & mess available ⁷ ; otherwise T4040 applies
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	T4030 applies	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as personnel traveling together with no/limited reimbursement (T4040-C). If not, may be authorized reimbursement under T4030	not authorized if Gov't qtrs & mess available
Member commutes or AO determines member can commute	T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits	not authorized - payment may be authorized under T4040-C if required to remain overnight at place of duty outside home's town/city limits
Active duty for less than 20 weeks at one location	T4030 applies	T4040 applies
Active duty for other than training, required by unusual or emergency circumstances or exigencies of Service, for 20 or more weeks	T4030 applies	T4040 applies

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay	Service discretion to reimburse under T4040-C (as for personnel traveling together with no/limited reimbursement) or T4030-E (reimbursement on mileage basis) none for Standby Reserve	not authorized ⁸

¹ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

² Except as noted in par. U2146.

³ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

⁴ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

⁵ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

⁶ Temporary lodging facilities are not Government quarters for purposes of this table.

⁷ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

⁸ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
 - (4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time
 - (5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;
 - (6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or
 - ★ (7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.
- e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member is not entitled to per diem on any day leave is charged. ***Do not permit a TDY trip that is an excuse for personal travel.***
2. Lodging Selection
- a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it's consistent with mission requirements and cost effectiveness.
 - b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.
3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.
4. Authorized Trips Home During Extended Business TDY. AOs may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses. The AO must determine that the costs of this periodic return travel are outweighed by the savings. The length and purpose of the TDY assignments, the distance of the return travel, increased member or employee efficiency and productivity, and reduced costs of recruitment and retention are to be considered. An analysis must be conducted at least every other year. The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business TDY.
5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family as official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review their traveler's expense report as soon after receiving it as possible. AOs are to examine the amounts claimed, all receipts for lodging, receipts for amounts claimed of \$75 or more, or a signed statement why a receipt is not attached. The AO's signature on the expense report indicates the travel was taken, the required receipts were reviewed, the charges seem reasonable, it serves as certification that phone calls authorized for reimbursement are considered in the Government's best interest, and it is the approval for payment of the authorized expenses, subject to random selection and examination of the expense report and required receipts by the paying office.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. Lower per diem rates can only be established *before* travel begins.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY Within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 or less days at any one location, unless an extension is approved by the Service or Agency Headquarters, or the Commanders/Deputy Commanders of a Unified or Specified Command. See JFTR/JTR, Introductions for the Service points of contact. *Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.* A school of at least 140 days (20 weeks) duration is a PCS for military members (except as noted in JFTR, pars. U1036 or U2145).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited relocation allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem When Traveler Dies While on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Chapter with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

Group movement. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. *(NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.)*

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time.

Temporary Duty (TDY) Travel. Temporary travel away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different entitlements:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.